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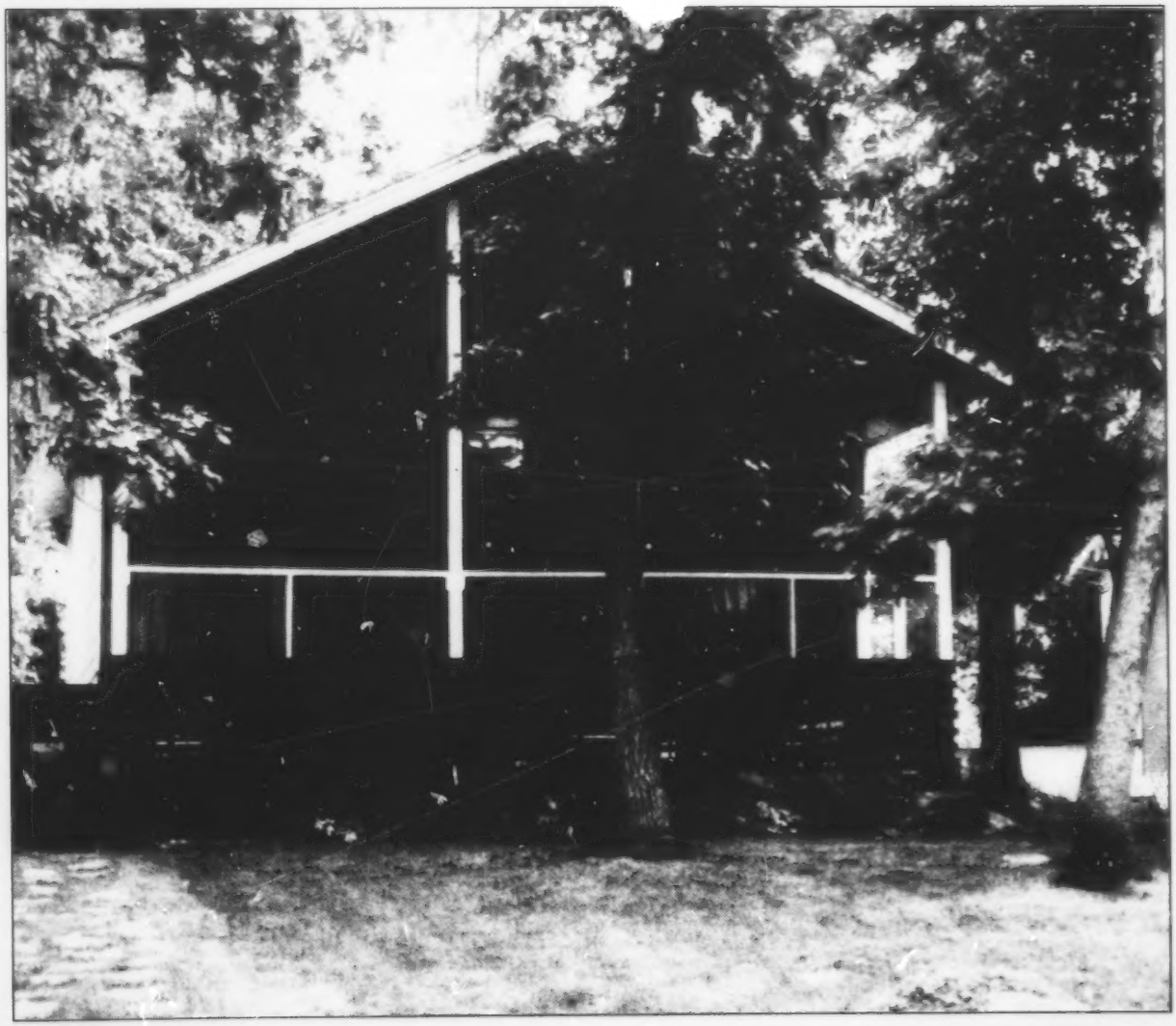
Provincial Park

Guidelines for Cottagers

From Leases to Lot Development



FOURTH EDITION

Hon. Harry J. Enns
Minister of Natural Resources

Manitoba
Natural Resources
Parks

Green Ideas

Here are some ideas that each of us can apply to safeguard the environment in the park — for ourselves, our children, and their children.

❑ Follow the three R's of environmental protection: REDUCE, REUSE, and RECYCLE.

❑ Conserve fossil fuels and protect your lake by using your motor less and enjoying the beauty of the lake by canoe or sailboat.

❑ Limit your use of throw-away containers such as plastic soft-drink bottles and foam packaging.

❑ Return recyclable products such as cans, bottles, and paper to recycling depots.

❑ Protect your lake by ensuring your sewage and sullage is disposed of properly.

❑ Where possible, use recycled paper products.

❑ Avoid buying aerosols for any use as many still contain CFC's.

❑ Use soaps, shampoos, and laundry detergents marked 100% phosphate free.

❑ Consider "safer" cleaning alternatives for most of your jobs. These can usually be made from common household substances such as vinegar, baking soda, pure soap, washing soda, borax, and ammonia and water.

❑ Remember that some of your household garbage may be hazardous waste, such as pesticides, paint strippers, solvents, stains, used oil, batteries, bleach and many household cleaners. Dispose of this type of garbage at a toxic waste depot — not in the park dump or down your drain.

❑ Do not litter or dispose of any garbage or any items into water bodies.

❑ Instead of using conventional aerosol bug repellent consider wearing more or proper clothes and using a natural repellant like citronella.

Check your local library or bookstore for more details on ways and means of reducing environmental damage.

I am pleased to present this latest edition of "Guidelines For Cottagers". These guidelines developed in cooperation with cottagers are intended to provide useful information on many aspects of cottaging in Manitoba's provincial parks.

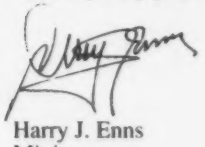
The original "user friendly" third edition of the guidelines, published and distributed to cottagers in the fall of 1990, was well received by both cottagers and the related services industry. This edition includes a number of changes made in response to comments received.

One significant area of change is in the way building permits are dealt with. Building plan submission requirements have been simplified, recognizing more fully the lotholder's commitment and responsibility to conform with building codes, assisted if need be by services available in the private sector. The new procedure makes it easier and faster to obtain a building permit when the proper information and declarations are furnished by eliminating, in most cases, the need for officers to go on site. At the same time, the program ensures that acceptable building development density levels are maintained and the concerns of affected neighbours served.

The publication continues to stress measures that cottagers can apply to help protect the environment in our provincial parks, in particular, by making sure their private sewage disposal systems meet standards designed to maintain the high quality of our lakes and river systems.

If you have suggestions on how to further improve the guidelines, please feel free to contact the Parks Branch.

May this booklet serve to enhance your cottaging enjoyment and help us all to ensure quality park experiences today and in the future.



Harry J. Enns
Minister

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Dealing With Leases and Permits

How do you renew your lease or obtain a lease on a new lot? What's the procedure for changing from an annual permit to a lease? Do you need a special permit to drill a well or cut down trees?

This section answers these and other questions that cottagers frequently ask about leases and permits.

Leases

Leases on vacation home lots in provincial parks are issued on the condition that you use the lot for recreational purposes and that you build and maintain structures on the lot for personal use.

In addition to ensuring tenure on your lot, a lease can be helpful in getting a loan.

Leases cover a 21-year period in all parks except Grand Beach where they cover a 10-year period.

You are committed to the terms and conditions of your lease for a long time. Please read them carefully!

You are required under the terms and conditions of your lease to maintain your lot to our regulations. Please note that an Officer has the right to enter and inspect your premises.

The following paragraphs cover five basic situations that involve leases.

Obtaining a New Lot

If you are successful in a cottage lot draw, you must apply for a lease within 24 months.

After obtaining the lot from the draw and paying a development fee and annual lot rental, you will receive a **Vacation Home Permit.**

A Vacation Home Permit authorizes you to:

- occupy your lot for up to 12 months
- clear your lot as required
- put up a cottage with a floor area of not less than 480 square feet (44.6 square metres) except at Grand Beach where the minimum allowable floor area is 320 square feet (29.7 square metres). You must obtain a Building Permit, as described in this booklet, before you can put up the cottage or other structures.

If your Vacation Home Permit expires before you have built your cottage to the lock-up stage, Parks will renew your permit for another 12 months. By the end of this renewal period, your cottage must be at the lock-up stage and you must apply for a lease. (Lock-up means that your cottage is closed in and can be locked up.)

When you apply for a lease, your lot will be inspected to make sure it meets certain requirements. See "Lease Inspections" opposite.

Buying, Selling, or Transferring Your Lot

When you sell or transfer your lot, it is up to you, as the vendor, to initiate the process or authorize your real estate agent or legal representative to do so.

Obtain an assignment form from the Parks Branch or your District Office. Complete the form and return it to the Parks Branch or your District Office with the applicable fee.

The overall assignment process takes about four weeks.

Undeveloped lots cannot be assigned except on compassionate grounds.

Changing or Adding a Name to a Lease or Permit

Contact the parks Branch in Winnipeg. They will send out the required forms.

Changing from an Annual Permit to a Lease

If you are now on an annual permit, you are requested to apply for a lease.

Lease applications are processed twice yearly.

Obtain a lease application form from the Parks Branch. When you have completed the form, return it to Parks. They will arrange an inspection, as described under "Lease Inspections."

Renewing Your Lease

You have to renew your lease after the full term has expired, which is 21 years at all provincial parks except Grand Beach where the full term is 10 years.

The Parks Branch will notify you six months before the expiry date. They will send someone out to inspect your lot and mail you forms to be completed. See "Lease Inspections" for details.

Terminating Your Lease

Under certain circumstances you can surrender or terminate your lease.

Contact the Parks Branch in Winnipeg for the required forms which must be completed and processed before you remove your cottage or otherwise break the conditions of your lease.

Lease Inspections

When you apply for a lease, your lot will be inspected to confirm that:

- Your lot is free and clear of brush and flammable materials
- There does not appear to be any problems with your cottage and other buildings concerning allowable development or condition of repair
- Your lot is well maintained and not run down, with materials stored in an orderly manner. The accumulation or storage of building materials, machinery, boats, furnishings, and similar articles is not allowed unless approved by an officer.
- Your sewage disposal system appears to be working properly.

Lease inspections are normally carried out in the spring and fall.

If your lot needs work, Parks will draw up a letter of commitment requiring you to complete the work within a specified time. You will need to return the letter, with your signature as the lotholder, before your lease application can be considered.

When your lot passes the inspection, a lease will be drawn up and sent to you for signature. After you have signed and returned it, the Director of Parks will endorse it.

The lease will be validated when you have paid the fees and signing is complete.

Special Permits and Approvals

There are several situations that require a special permit or approval before you can go ahead.

Building On the Public Reserve

You must have a special permit to build general structures like pumphouses, docks, and boathouses, or dig a well, on the public reserve. To obtain the permit, apply to your District Office or the Parks Branch in Winnipeg.

Drilling or Digging a Well

You need a permit to drill or dig a well, whether you are on a leased lot, or privately owned land, or the well is to be located on the public reserve. Application forms are available from your District Office or the Parks Branch in Winnipeg.

Removing Or Tearing Down a Structure

You must have a work permit available from your District Office.

Additional Signs

Before you put up any sign other than the sign showing your lot and block numbers, you must obtain approval. Call your District Office, or drop in.

You must not attach a sign to a tree or any other natural feature.

Fires

Except for the period from November 15 to April 1, you must obtain a burning permit from your District Office.

Tree Removal

Prior to removing trees from your lot buffer strips contact your local District Office.

Insecticides/Herbicides

You must have a permit to use chemicals, or hire someone to use them, for controlling insects or vegetation. Permits are available at your District Office

Fees

One-time development fees are charged on new lots or major upgrading projects.

Fees are also charged on administrative transactions on leases and permits. Typical transactions include assignments, adding or deleting names, and any recordings to be registered against the lease or permit.

Overdue accounts are subject to interest charges as identified on your invoice.

Each structure that you are allowed to build on the public reserve is subject to an annual rental fee.

Fees are set by regulation and reviewed annually. They are to be paid at locations specified on the invoice. Since the location may change from year to year, make sure you check your invoice. Cheques and money orders should be made payable to the Minister of Finance.

Chief Place of Residence

If you wish to maintain your cottage as your chief place of residence, you are required to obtain written approval from the Minister of Natural Resources. Send a written request, explaining your reasons, to the Director of Parks for review.

It is proposed that beginning May 1, 1992 those cottagers who have been authorized to maintain their cottage as their chief place of residence, will be assessed an annual special levy for this privilege. A "chief place of residence" is defined as a cottage lot, leased or private land within a provincial park, whereby the lotholder does not pay property taxes to another jurisdiction within Manitoba. The amount of the special levy will be identified in The Provincial Park Lands Act Fee Regulation.

Being a Good Neighbour

The following items are actually general conditions of your lease. They were developed to reduce conflicts between neighbours, keep our parks beautiful, and protect the environment.

One of the best ways of avoiding potential difficulties is to talk your plans over with your neighbour before you go ahead.

Examples of development that could affect your neighbour include:

- locating a pump close to your neighbour's dock
- clearing trees that your neighbour likes, to make way for development, when pruning would have served the purpose
- locating a boathouse where it blocks one of your neighbour's favourite views
- developing an upper level deck that might affect your neighbour's privacy.

Fire. If a fire starts or threatens a vacation home subdivision, you may be asked to help put the fire out and are under an obligation to do so.

You are fully liable and responsible for any fire originating on your premises, and must keep your lot free of brush and other debris that may constitute a fire hazard.

In wooded districts, the Department of Natural Resources is responsible for fighting forest fires. A municipal authority may also have fire-fighting responsibilities.

Find out who is responsible in your area and post their phone numbers, with other emergency numbers, in a conspicuous place as you would at home.

Flammable Materials. You are responsible for storing flammable materials safely, based on regulations under The Environment Act and other acts.

Good Repair. You must keep your buildings and structures well painted and in a state of good repair. Chimneys must be of approved construction or manufacture. You must also keep your premises in a clean and sanitary condition.

Accumulation of Materials. The accumulation or storage of building materials, machinery, boats, furnishings, and similar articles is not allowed unless approved by an officer. Materials should be stored in an orderly manner. If they are not, you may be asked to remove them.

Trees. You must not remove trees — except dead trees — from the buffer zone. You can remove trees growing on your lot, but you are not allowed to completely clear the lot. Contact your District Office if you have concerns.

Garbage. You are responsible for properly wrapping domestic garbage and placing it in containers where provided at central locations.

Take your scrap metal and large pieces of debris to the garbage dump, and your brush to the brush dump. If necessary, ask at your District Office for instructions on disposing of such materials and of domestic garbage where central containers are not provided.

Mobile Homes on Lots. Unless you have a permit to the contrary, you must not occupy, park, or erect on your lot any mobile home, travel trailer, or other movable piece of equipment for use as a vacation home or other accommodation.

Firearms. Possession of any firearm in a Provincial Park is prohibited, except under license during open hunting or shooting season or under permit from the Director of Parks. No person shall hunt, discharge a firearm or possess a loaded firearm within 300 metres (100 feet) of a development.

Business. You must not engage in or carry on any business, trade, or calling whatsoever on your lot unless you have a permit to do so from the Director of Parks. If you are operating a business without a permit, or are planning on operating a new business, contact your local District Office to obtain an application form.

Developing Your Lot

How many buildings are you allowed? What is the limit on total building floor area? How wide do you have to make your buffer strips?

This sections covers these and other details you need to know when developing your lot. It applies to most vacation home lots and private properties in provincial parks except as noted in "Special Locations."

Special Locations

See later in this booklet for special restrictions on developing lots in the following locations:

Grand Beach — all lots

Falcon Lake — lots in Blocks D and K, D of S Plan No. 8208 with an area of less than 15,000 square feet (1394 square metres)

Nutimik Lake — lots or properties in W.L.T.O. Plan Nos. 7030, 9945, 10244, 10309 and 10820, with an area of less than 15,000 square feet (1394 square metres).

Buildings

One Cottage. You are allowed one cottage consisting of a single dwelling unit. The minimum size of the cottage is 480 square feet (44.6 square metres).

No part of a cottage may be over two storeys high. Sundecks are not allowed on the roof of a second storey.

Basements. Cottage basements are allowed where site conditions are suitable.

Relocating Buildings. You cannot move an older building onto your lot for use as a cottage, for several reasons:

- The building may be in bad shape.
- It may not comply with the building code.
- You may have to remove trees to get it onto the lot.

Mobile Homes. You cannot use a mobile home, travel trailer, or other moveable piece of equipment as a cottage or other accommodation.

Up to Three Accessory Buildings. In addition to your cottage, you can have up to three accessory buildings or detached shelters, such as a boathouse, guesthouse, and storage shed.

None of these accessory buildings can be over one storey high.

Habitable Space. Only one of your three accessory buildings may contain habitable space such as living quarters or sleeping accommodation.

This building with habitable space must be located on your lot — not on the public reserve. It must have a floor area of not more than 320 square feet (29.7 square metres).

"Big" Accessory Building. Only one of the three accessory buildings can have a floor area of more than 320 square feet (29.7 square metres). However, the floor area must not be more than 600 square feet (55.7 square metres).

This "big" accessory building must be a boathouse, garage, or storage building, and cannot contain any habitable space such as sleeping or living quarters.

More Buildings. Any buildings in addition to your cottage and accessory buildings must be non-habitable and have a floor area of no more than 64 square feet (5.9 square metres).

Examples are a small utility shed or a pump-house.

You must include the floor area of these buildings in your total allowable floor area calculations.

Buildings on the Public Reserve. On lakeshore lots where conditions are suitable, one of your three permissible accessory buildings can be a boathouse, storage shed or roofed boat slip on the lakefront public reserve.

Floor area of the building must not exceed 600 square feet (55.7 square metres), including any sitting room, sauna or other roofed area. The building must not infringe on your neighbour's "rights."

Note that the public reserve is not part of your property, so strictly speaking you do not have exclusive use of it.

You can have one other structure on the public reserve - – a pumphouse or equipment storage shed with a floor area of no more than 64 square feet (5.9 square metres).

No other buildings are allowed on the public reserve.

Director's Authorization. Please note that the Director of Parks need not necessarily authorize any structure if it is considered to be of a height, profile, design, or placement that is not in keeping with your lot or other subdivision requirements.

Standard lots in Provincial Parks measure 100 feet x 150 feet, although there are a great many variations in size and shape.

Floor Area Calculations

The maximum total building floor area allowable is either:

- 2250 square feet (209.0 square metres) for lots up to 15,000 square feet (1,394 square metres) in area

or

- 15% of the total area of your lot, up to a maximum of 2,500 square feet (232.3 square metres) for lots over 15,000 square feet (1,394 square metres) in area.

Resurveying of lots is not allowed for the purpose of increasing allowable building floor area.

Lot Coverage Calculations. When calculating the allowable floor area for your lot or an individual building, include:

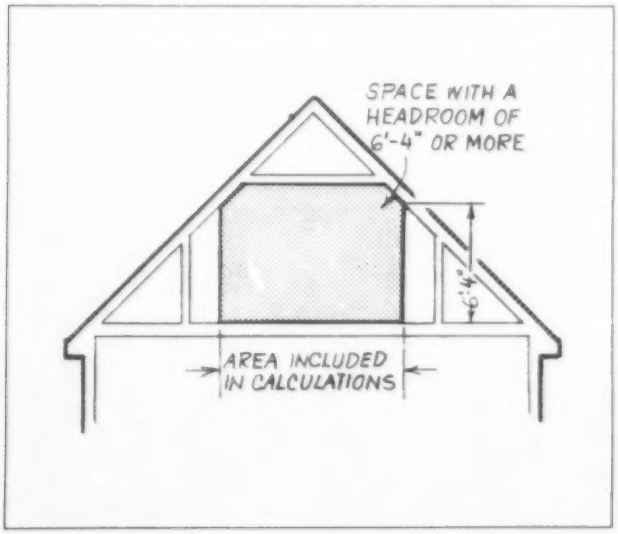
- enclosed areas
- screened, covered, or roofed porches
- carports and boat shelters
- developed storage space
- developed lower levels of cottages
- second storeys.

You must count:

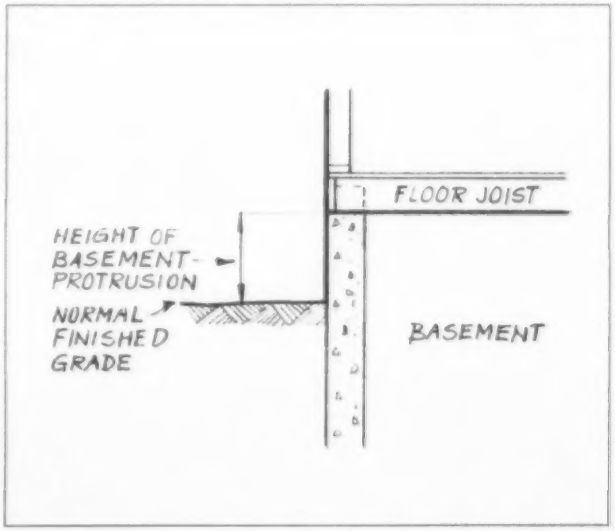
- floors or ground areas covered by a roof. Do not count normal eaves or overhangs up to 3 feet (900 millimetres) wide.
- second storey space with a headroom of 6 feet 4 inches (1.9 metres) or more - see illustration
- areas within the outer wall stud line or roof support members
- areas within the outer edges of a roofed-over deck or platform.

These rules also apply to buildings or roofed structures on public reserves adjoining your lot.

Second storey space with a headroom of 6 feet 4 inches (1.9 metres) or more must be included in your total allowable floor space calculations.



Basement protrusion is measured from the bottom of the ground floor joists to the normal finished grade along the basement wall.



Lower Level Space Under Cottages. Developed lower level space under the ground floor of your cottage is treated the same as a second storey and must be included in your total allowable floor space calculations.

Basements. Include the floor area of your cottage basement in allowable floor area calculations if the basement protrudes out of the ground an average of more than 3 feet (91 centimetres) all around its perimeter or more than 5 feet (152 centimetres) at any given point.

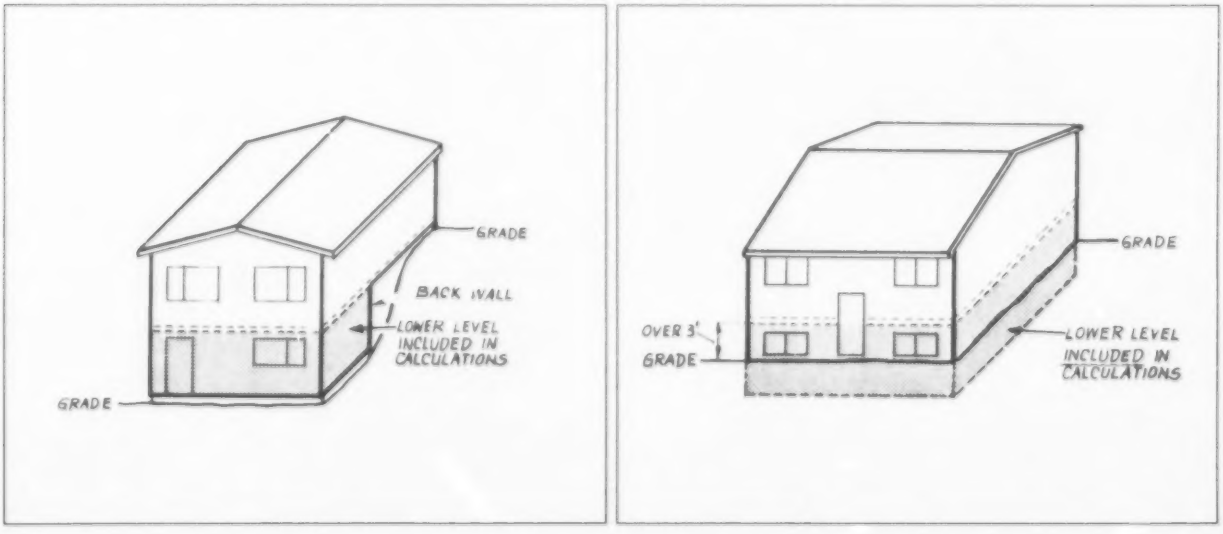
Basement protrusion is measured from the adjacent normal finished grade to the underside of the ground floor joists (see diagram).

Open Decks and Walkways. Your total floor area calculations can exclude completely open walking or sunning decks, patios, walks, and exterior stairways — as long as there is no roof or other structure above the decking level except protective guards.

See later in this booklet for details on this item as it applies to Grand Beach.

You may be asked to limit the number of decks, stairways, patios, walkways, driveways, and other developments to a reasonable density for your lot, in keeping with park planning principles, aesthetics, and impact on your neighbours.

Examples of developed lower level space and basements with floor areas that must be included in your total allowable floor area calculations.



Sample Floor Area Calculations

This cottager has an additional 810 square feet to work with.

Options include:

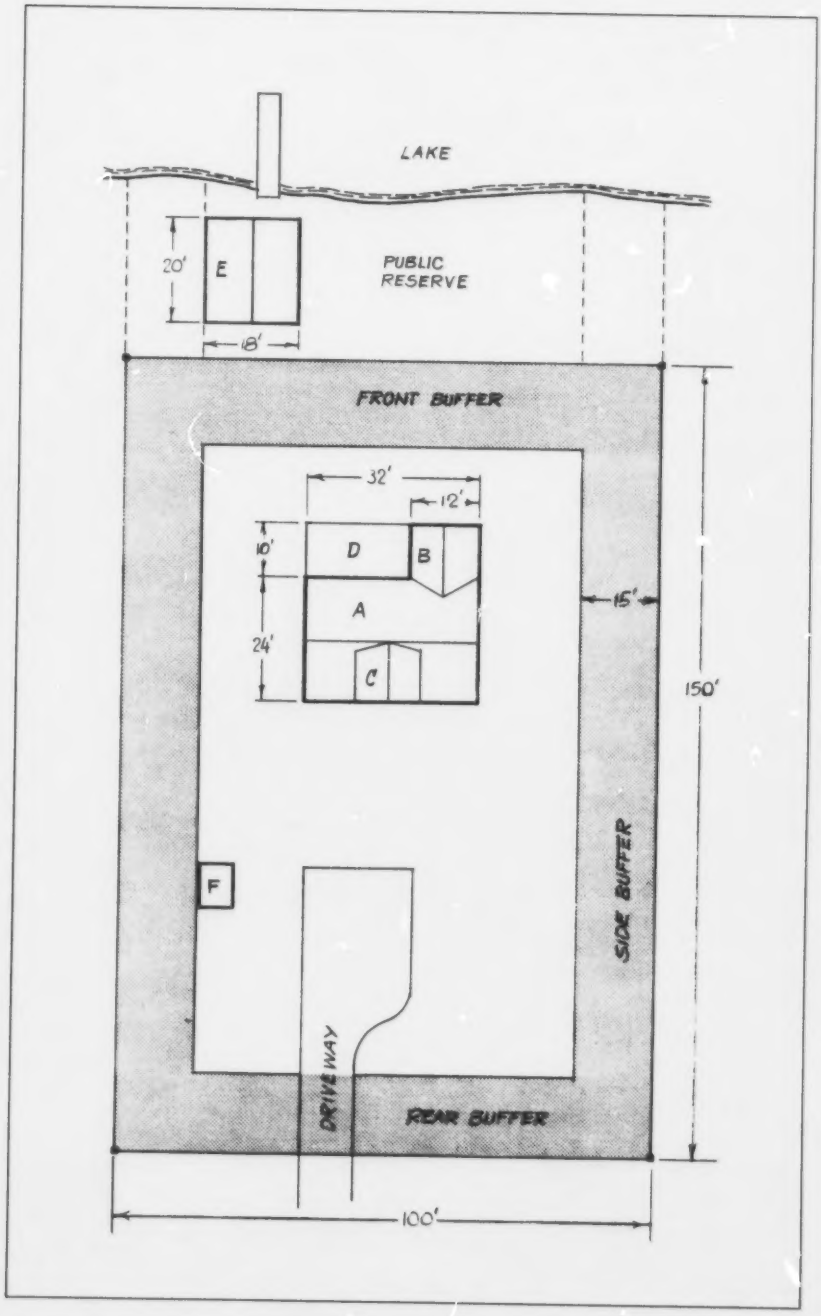
- adding on to the cottage, boathouse, or storage shed
- building a guesthouse or other building up to 320 square feet
- adding more small buildings of less than 64 square feet
- or a combination of the above options, as long as the total allowable developed area does not exceed 2250 square feet.

The boathouse represents an accessory building with a floor area of between 320 and 600 square feet.

FLOOR AREA CALCULATIONS EXAMPLE

EXISTING BUILDINGS		DIMENSIONS	ROOFED FLOOR AREA (SQ. FT.)
COTTAGE	A MAIN AREA	24' x 32'	768
	B SCREENED PORCH	10' x 12'	120
	C UPPER LOFT	12' x 12'	144
	D OPEN DECK		N/A
BOAT HOUSE	E	18' x 20'	360
FUEL WOOD STORAGE SHED	F	6' x 8'	48
TOTAL EXISTING BUILDING FLOOR AREA			1440

ADDITIONAL ALLOWABLE DEVELOPMENT :	(SQ. FT)
TOTAL ALLOWABLE FLOOR AREA FOR A STANDARD LOT (100' x 150')	2,250
EXISTING BUILDING DEVELOPMENT	1,440
ADDITIONAL ALLOWABLE DEVELOPMENT	810


LAKE
PUBLIC
RESERVE
20'
E
18'
FRONT BUFFER
32'
12'
10'
D
B
A
24'
C
15'
150'
F
SIDE BUFFER
DRIVE WAY
REAR BUFFER
100'

Lot Buffer Strips

On standard size lots —100 feet x 150 feet or 30 metres x 45 metres — as well as larger ones, you should leave an open buffer strip of 15 feet (4.5 metres) around all four sides of your lot.

Front and rear buffer strips should remain undeveloped, with no buildings, shelters, decks, patios, fences, or other facilities. Exceptions are:

- walkways or driveways to gain access to the lot
- a lakeshore boathouse or similar structure.

Side buffer strips should also remain undeveloped.

In special cases you may be able to narrow one of your side buffers to 10 feet (3 metres).

If your lot is less than 90 feet (27.4 metres) wide at any point, the side buffer strips at that point may be decreased to 10 feet (3 metres). Check with Parks Branch or your District Office to confirm your lot dimensions.

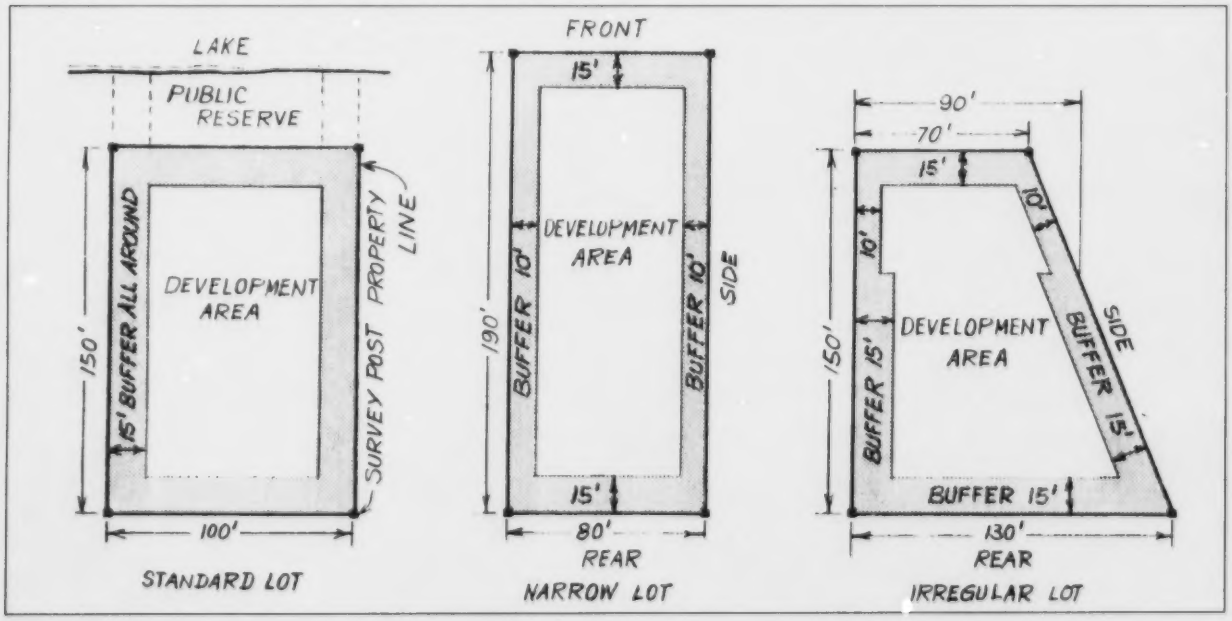
You may be permitted to have even narrower buffer strips if your lot is much shorter or narrower than in the examples shown, or if topographic or other conditions present serious development restrictions.

Discuss your situation with any neighbours who may be affected by the narrowing of your buffer strip.

Note that you would probably have to apply for a variance to ensure that the concerns of neighbouring lotholders and good subdivision planning were taken into account.

If you cannot find your surveyed lot boundaries to locate your buffer strips so that you know where to build, you will be responsible for covering retracement survey procedures and related costs.

Examples of cottage lots, with buffer strips highlighted



Boathouses

One of your three permissible accessory buildings can be a boathouse on the public reserve along the lakeshore where allowed.

If you have a back tier cottage, you can build a boathouse only in a location designated as a special area for a boathouse, such as a boathouse channel.

If you have a remote or lakeshore inaccessible cottage(as indicated on your lease), you can build a boathouse on your lot or on the public reserve in front of your lot. But you cannot build the boathouse at your parking or staging area across the lake unless the location has been designated as a special area for a boathouse.

In all cases, discuss your situation with a Natural Resource Officer. You will have to have a permit to build the boathouse.

Sundecks on Boathouses. You can use the roof of a flat-roofed boathouse as a completely open sundeck with perimeter protective guard only if your cottage lot is designated as a lakefront property.

The guard must be at least 36 inches (900 millimetres) high but not more than 48 inches (1,200 millimetres) high.

If any part of the guard is more than 36 inches (900 millimetres) high, then at least 50% of any section of the guard must be completely open space when viewed at right angles to it.

Sitting Room in the Boathouse. A single-space, open or screened sitting room can be located on the main floor of the boathouse only if the cottage lot is designated as a lakefront property.

A sitting room must not be permanently enclosed with glass or other solid materials.

Maximum size of a sitting room is 160 square feet (14.9 square metres).

Parks will consider applications for a variance to locate the sitting room, with roof, on the roof of a flat-roofed boathouse.

Applications for upper level sitting rooms will be reviewed in light of site, subdivision, and lake conditions, including impact on affected lotholders. For details, see "Obtaining a Variance."

If the sitting room is on the roof of the boathouse, you are responsible to ensure that the lower level supporting structure and foundation meet Building Code requirements for two-storey construction.

A small sauna and dressing area is also permissible on the main floor of the boathouse.

Sleeping or living quarters are not allowed in either the upper or lower level.

Special Boathouse Locations

Special restrictions apply to boathouses in the following locations.

Falcon Lake Boathouse Channels: Boathouse width is limited to 12 feet (3.66 metres) plus a maximum eave projection of 6 inches (150 millimetres) on each side for 15-foot (4.57-metre) wide 1/2 lots.

West Hawk Lake — McKenzie Beach Boathouse Channel: Limitations are set out in the terms and conditions for the development which are provided to site holders.

Accessory Facilities

Docks. For sites where docks are allowed, you must obtain a dock permit and have the location approved before you install a dock.

The same applies if you are constructing waterfront decking, replacing or enlarging a dock. But you can make repairs to a dock without approval — provided the repairs do not change the size or location of the dock.

Although detailed construction plans are not required for docks, your plans must show:

- location of the dock in relation to your side buffer strips
- width, length, and other key dimensions
- general construction features (e.g., wood decking, and stringers supported on rock-filled timber cribbing).

You are fully responsible for the structural adequacy and safety of the dock.

If you have a back tier, lakeshore inaccessible, or remote cottage, the location of your dock is subject to the same restrictions as the location of a boathouse. See "Boathouses" for details. In all cases, discuss your situation with an Officer. You will have to have a permit to build the dock.

Dock sites are subject to annual rental fees.

Swimming Pools. Swimming pools are not permitted.

"Swimming pool" means an artifically constructed basin lined with concrete, fibre-glass, vinyl, or like material that persons can swim, wade, or dive in and which has a water depth greater than 24 inches (60 centimetres).

Hot Tubs/Jacuzzis/Hydro Spas. You can have a hot tub or jacuzzi/hydro spa of maximum eight person capacity.

Also permitted are children's wading pools with a diameter not greater than 8 feet (2.5 metres) and a water depth not greater than 24 inches (60 centimetres).

Lotholders/property owners will assume all risks and liabilities for the installation, maintenance, and operation of these facilities.

Note that waste water from hot tubs, jacuzzis, and hydro spas must be disposed of in an approved manner. See the second half of this booklet for details on holding tanks and other sewage and sullage disposal systems.

Satellite Dishes and Television Antennas. Satellite dishes and television antennas must be located in places where they will have the least impact on the natural environment.

Locate them within the development area of your lot, not in your buffer strips or on the public reserve.

Fencing. Fencing is not encouraged, but you can use it around gardens and to protect small trees and shubs.

Wells. If you plan on putting in a well, choose a location where water quality will not be affected. Keep away from your sewage disposal system and your neighbour's, a marsh, a drainage route, and even the lake.

See the Sewage Disposal section of this booklet for required distances from sewage disposal systems.

Note that to install a well, you must obtain a special permit and approval of the location.

Water Lines. If you propose to run water lines from the lake to your cottage lot across the public reserve or road right-of-way,you must obtain a special permit and approval of the location.

Grindstone Provincial Recreation Park

Docks. Docks may not exceed 200 square feet (18.6 square metres). Boat ramps and pull-out systems may be permitted, but are not to extend more than 50 feet (15 metres) back from the water line.

Shoreline Manipulation. Lakefront lotholders may be permitted to do minor work on the shoreline to create beaches or storage basins for boats. Any work on the shoreline must not extend more than 50 feet (15 metres) back from the water line.

Boathouses. Boathouses and similar buildings are not permitted on the public reserve at Grindstone. Allowable lake-front building development for a lakeshore lot is limited to one pumphouse or equipment storage shed with a floor area of no more than 64 square feet (5.9 square metres).

Reducing Fire Hazards on Your Lot

Here are some general tips for fire-proofing cottage lots. For advice that applies specifically to your lot, contact your District Office.

❑ Consider removing coniferous trees — pine, spruce, and balsam trees — if they are growing within 3 metres (10 feet) of your cottage or any chimney. Coniferous trees are more flammable than other types of trees.

❑ Prune coniferous trees to at least 2 metres (7 feet) from the ground. Although pruning detracts from the appearance of the tree, it discourages fire from climbing into the tree tops (crown fire).

❑ Thin out other types of trees growing within 10 metres (35 feet) of your buildings, prune to clear chimneys by at least 3 metres (10 feet), and prune them to at least 3 metres (10 feet) from the ground.

❑ Remove dead brush, litter, and flammable ground vegetation from your lot. Do not deposit grass clippings, leaves, and dead brush in the buffer strips between your lot and your neighbour's. Note that you must obtain a permit to burn grass or debris on your lot.

❑ Plant grass or other ground cover with a high moisture content in the open space next to buildings. Keep the grass well trimmed. Uncut grass poses a fire hazard.

❑ Remove stacked firewood and lumber from along outer walls and under the cottage. Keep these areas free of leaves, needles, and other combustible debris.

❑ Keep gasoline, propane, and all other flammable fuels and fluids in CSA approved containers. Never store gasoline in glass or plastic containers, or in a metal can with any plastic parts. The best storage areas are separate from your living areas, like a detached garage or shed. Dispense gasoline and other fuels out of doors.

❑ Clear ground down to mineral soil or rock 1.5 metres (5 feet) around fire places and barbecues.

❑ Store fibreglass or wooden boats and canoes upside down on rock or on a clear area at least 1 metre (3 feet) above the ground.

❑ Keep fire extinguishers, shovels, or other fire-fighting equipment handy. A full rain barrel is a great idea, but make sure it has a lid to keep out leaves and prevent mosquitoes from breeding in it.

❑ Make sure a hose is always available if you have a pressurized water system. Lawn sprinklers are also effective in fire-fighting when placed on or near buildings.

❑ Keep roofs and eavestroughs clear of debris. Use fire-resistant roofing materials, such as metal, asphalt shingles/ roofing, or fire-retardant treated wooden shingles and shakes.

Special Locations — Grand Beach, Falcon, and Nutimik

The following guidelines apply to vacation home lots and properties in:

- Grand Beach Provincial Park
- Blocks D and K, Plan No. 8208, D. of S. at Falcon Lake Townsite, where the lot or property is under 1,394 square metres (15,000 square feet).
- W.L.T.O. Plan No.'s 7030, 9945, 10244, 10309, and 10820 at Nutimik Lake, where the lot or property is under 1,394 square metres (15,000 square feet).

Grand Beach Provincial Park Lot Development

Owing to the special high density nature of the cottage subdivision at Grand Beach, the following lot development requirements apply:

1. Minimum vacation home size/2 exit doors:

The minimum allowable floor area of a vacation home at Grand Beach is 320 square feet (29.7 square metres). A minimum of 2 exit doors at different locations out of the cottage are recommended.

2. Maximum building coverage:

The total aggregate floor area of a vacation home (single storey or one and one-half storey units) including all porches, decks and lofts, may attain a maximum of 30% of the total lot area up to a maximum of 922 square feet (85.7 square metres) [this latter figure applicable only to lots with a gross area of 3,075 square feet (285.7 square metres) or greater].

For example, maximum allowable aggregate vacation home floor areas for common lot sizes are as follows:

30' x 75' lot — 30% of 2,250 square feet = 675 square feet (62.7 square metres)
33' x 75' lot — 30% of 2,475 square feet = 742 square feet (68.9 square metres)
38' x 75' lot — 30% of 2,850 square feet = 855 square feet (79.4 square metres)
41' x 75' lot — 30% of 3,075 square feet = 922 square feet (85.7 square metres)
33' x 100' lot — maximum ceiling feet = 922 square feet (85.7 square metres)

Furthermore:

(a) Any landing over 16 square feet (1.49 square metres) in size shall be included in allowable floor space calculations.
(b) The outside stud line (i.e. outer edge of exterior 2 x 4 wall framing), or outer edge of a deck or loft platform shall be used for purposes of total aggregate floor area calculations.
(c) Ground areas covered by a roof shall be included in floor area calculations except for normal eaves and overhangs up to 3 feet (900 millimetres) wide.

3. Outbuildings:

The maximum outbuilding coverage per lot is 80 square feet (7.4 square metres) and is limited to one storage shed. This allotment is not transferable toward increasing the allowable vacation home size. Two-level outbuildings will not be permitted. The provision of a toilet and washroom facilities as part of the storage shed is permissible subject to all other requirements including those under the Environment Act being met.

4. Patios:

Patios (a patio is herein defined as an allocated, surfaced area of less than 3 inches (76 millimetres) above normal grade), shall be a maximum of 100 square feet (9.29 square metres) or 4% of total lot size, whichever is greater (sidewalks excluded). This allotment is not transferable toward increasing the allowable vacation home size and the inclusion of any type of permanent or year-round superstructure (including a roof) is not permitted.

5. 1 1/2 storey units:

Storey and one-half units (including A-Frame styles, units with lofts, etc.) that provide sufficient upper-level headroom but do not approach full two storey proportions, are allowed for new replacement cottages. The upper-level floor space shall not be greater than 60% (maximum) of the enclosed first floor area. The upper-level shall not enclose more than two rooms and all upper-level space with headroom of 5 feet 6 inches (1676 millimetres) or greater shall be included in any calculation of total building floor area. Furthermore, an upper-level loft shall not project past the exterior wall enclosing the main floor space below, a distance any greater than 1 foot 4 inches (406 millimetres) (such a loft projection being allowable on not more than one elevation of the structure).

6. Maximum heights:

(a) The finished ground floor elevation of a cottage (and attached porches/decks) shall not exceed 3 feet (914 millimetres) above the existing average grade of the lot except where lot topography conditions do not permit subject to the discretion of the Director of Parks.

(b) The maximum allowable height of a single storey cottage is 20 feet (6.1metres) (excluding chimney) above average existing grade level of the lot and that of a storey and one-half or A-Frame type unit (including cottages with lofts) is 28 feet (8.5metres). Parks Branch reserves the right to reject any design which conforms to these height restrictions, but is deemed to be inappropriate.

7. Cottage location and sideyard limitations:

(a) All development including decks, landings, stairs, roof overhangs, etc. shall be within lot boundaries and as more particularly set out below.

(b) When situating a cottage on a lot, it must be aligned visually with the rest of the cottages on the street in question, and must be within the range of 18 to 25 feet (5.5 to 7.6 metres) from the front line, unless otherwise specified by Parks Branch. Any variation owing to natural features or existing circumstances shall be at the discretion of the Director of Parks.

(c) Decks must be located no closer than 12 feet from the surveyed front lot line.

(d) A new cottage or cottage addition shall be located so that no exterior sidewall is closer than 4 feet (1.2 metres) to the adjacent side lot line of a neighbouring lot. This is in keeping with fire safety measures.

8. Sidewall window and screened area limitations:

(a) The Manitoba Fire Commissioner's Office has confirmed Manitoba Building Code requirements applicable to new construction which regulate the allowable total window and screened opening area in any cottage sidewall according to the distance of the sidewall from the adjacent side lot line of a neighbouring lot. This distance is hereinafter referred to as the "Sideyard Width".

(b) The total area of windows and screened openings in any cottage sidewall which faces an adjacent neighbouring lot should not exceed the areas expressed in the table (c) following. The maximum allowable total areas of windows and screened openings are expressed as percentages of the total areas of the sidewalls in which the openings occur.

(c)

Sideyard Width —	4 feet	(1.2 metres)	8% of Total Sidewall Area
Sideyard Width —	5 feet	(1.5 metres)	9% of Total Sidewall Area
Sideyard Width —	6 feet	(1.8 metres)	11% of Total Sidewall Area
Sideyard Width —	7 feet	(2.1 metres)	13% of Total Sidewall Area
Sideyard Width —	8 feet	(2.4 metres)	17% of Total Sidewall Area
Sideyard Width —	9 feet	(2.7 metres)	21% of Total Sidewall Area
Sideyard Width —	10 feet	(3.0 metres)	25% of Total Sidewall Area

Note: As a general guide in calculating window and adjacent sidewall areas for common cottage designs:
i. window measurements are taken from the inside of the window frames (i.e. inside of jamb/sill)
ii. sidewall length measurement is the total outside length of the wall and sidewall height measurement is from the bottom of the exterior wall (ground level if crawl spaces is sheathed) to the finished ceiling height inside.

(d) The lot holder is responsible to ensure that construction conforms to these requirements.

Falcon Lake Townsite

- Blocks D and K, Plan No. 8208, D. of S. at Falcon Lake Townsite, where the lot is under 1,394 square metres (15,000 square feet).

Approval may be given for one vacation home, one garage, and one utility shed on the lot. The aggregate floor area of all structures, including screened porches, on any lot must not exceed 111.5 square metres (1,200 square feet) or 10% of the total area of the lot , whichever is greater.

Nutimik Lake

- W.L.T.O. Plan No.'s 7030, 9945, 10244, 10309, and 10820 at Nutimik Lake where the lot or property is under 1,394 square metres (15,000 square feet).

Approval may be given for one vacation home, one garage, and one utility shed on the lot or property. The aggregate floor area of all structures, including screened porches, on any lot or property must not exceed 1,200 square feet (111.5 square metres) or 10% of the total area of the lot or property, whichever is greater.

How to Get a Building Permit for Building Construction

You must have a building permit, and post it on site, before you can put up any new building or add onto an existing one.

For details on getting an installation permit to work on your sewage disposal system, see later in this booklet.

If you are doing any electrical wiring, you will need an electrical permit from the local district office of Manitoba Hydro. Note that supply lines to remote pumps are subject to the rules of the Manitoba Electrical Code.

Building Permit Application. You must complete and submit a Building Permit Application for Building Construction including the necessary declarations and signatures. See overleaf for a copy of the form.

Along with the application form you must complete and submit, **in duplicate**, a signed and dated Plot Plan describing structures and distances from surveyed lot lines and Building Plans describing the actual proposed structure, its size, use, proportions and general features.

Details on preparing plot plans and building plans are presented in the following pages.

Because the building permit is issued for construction of the project according to the plans and specifications which you submit, the information on the form, plot plan and building plans must fully descibe the project and demonstrate that it will comply with the allowable building devolopment for the lot. If not, Parks Branch cannot issue a building permit.

On-site location approval by the Natural Resource Officer is normally carried out only for structures outside the surveyed lot boundries such as a boathouse on the public reserve.

Building Permits. Here are some key points to remember about building permits.

You are fully responsible for the location of the structure according to the location agreement forming part of the building permit application.

Post the permit before you start any work. Locate it close to the project where it can be easily seen. Do not attach it to a tree. Where possible it should be clearly visible from the lot entrance. A Natural Resource Officer has the authority to request repositioning if necessary.

Leave the permit up until outside work is completed — unless the permit is suspended, revoked, or cancelled, or the work is stopped by a Natural Resource Officer. If that happens, take the permit down until it is reinstated or the Natural Resource Officer gives approval for you to resume work.

Complete your work within one year from the date of issue of the permit. When the year is up, the permit will automatically be void. Before you can continue work, you must have the permit reindorsed by a Natural Resource Officer.

Conformance of construction with the Manitoba Building Code is the responsibility of the lotholder. As well you are responsible for ensuring that the building plans which, when reviewed, form part of the building permit. A copy of the plans will be enclosed with the permit.

Where to Submit Your Application. Submit your completed application, with two copies of your plot plan signed and dated, and two copies of your building plans, to the local District Office. Or, send your application to:

The Parks Branch
Leases and Permits Office
4th Floor, 258 Portage Ave.
Winnipeg, Manitoba
R3C 0B6

One Month Lead Time. Submit your application one month before you plan on building.

This will normally allow sufficient time for review and processing. However, if an on-site inspection is required it could take longer.

If you are applying for a variance, note that the deadlines are April 1 or August 1 for review by committee (see "Obtaining a Variance" for details).

Key Safety Features of the Manitoba Building Code

The Manitoba Building Code consists of the National Building Code with Manitoba's Amendments. You can buy a copy from the Office of the Queen's Printer or consult it at a public library.

It is the responsibility of the cottage owner or designer to ensure the Code is complied with in **new construction or the alteration of a building.**

Part 9 of the Code applies to new construction or the alteration of vacation homes and accessory buildings. The exception is a storage building not greater than 108 square feet (10 square metres) in area — provided it does not create a hazard.

Although many provisions of the Code are easy to understand, others require interpretation and, in some cases, professional input for application.

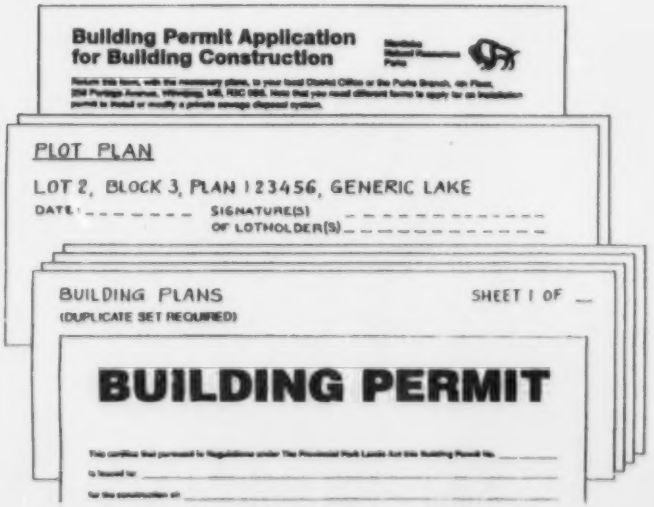
Some of the more important safety requirements of the Code that apply to cottages are:

- Floors including decks designed for loads of 40 pounds per square foot (1.9 KPa).
- Roof framing and supporting members designed for minimum 60% of area design ground snow load (48 pounds per square foot or 2.3 KPa in the Whiteshell, generally increasing somewhat further north.)
- Smoke alarms between each sleeping room and the remainder of the living space.
- Bedroom window requirements for emergency fire escape.

The Manitoba Building Code states that:

Except where a bedroom door provides access directly to the exterior, each bedroom shall have at least 1 outside window openable from the inside without the use of tools or special knowledge. Such windows shall provide an unobstructed opening of not less than 15 inches (380 millimetres) in height and width, and 3.8 square feet (0.35 square metres) in area.

- Conformance of chimneys and solid fuel burning appliances with ULC and CSA standards.
- Minimum 36 inch (900 mm) guards (railings) on all open sides of landings, decks, etc. where the difference in elevation between adjacent levels exceeds 24 inches (600 mm).



Typical paperwork for obtaining a building permit.

***Two copies** of the plot plan signed and dated and two copies of the building plans are required.*

When the Building Permit is issued Parks Branch will return one set of your plans which will form part of the Building Permit. The other set is kept on file at the local District Office.

Obtaining a Variance

If your proposed development does not conform to Park regulations and guidelines, you may be able to get a variance to go ahead if it "reflects sound subdivision management principles and current planning practice, and has minimal environmental impact."

Variances allow some flexibility in the size, type, siting, and number of allowable buildings on a lot. They generally involve front and side yard buffers, siting on the public reserve, and the sizes of buildings. See the sections on boathouses and buffer strips for additional information on variances.

One way to apply for a variance is to first apply for a building permit. If your application falls outside permissible development, you may then apply for a variance.

Alternately, if you know that your proposal does not follow Park regulations and guidelines, submit your application for a variance at the same time as your application for a building permit.

To apply for a variance, complete a variance application form, which describes the information you need to submit. If you need help completing the form, contact your local District Office.

Your neighbours and other interested lot holders will be notified of your submission and asked to comment on it.

Certain variances are reviewed by a non-government committee with at least one member from your area. Committees are set up as required. One person chairs all committees to ensure consistency.

If your application represents a significant deviation, sets a new precedent, or elicits concerns from adjacent lotholders or other parties, your application will have to be heard by the variance review committee. You will have an opportunity to present your rationale to the committee.

Variance review committees sit twice a year, in the first two weeks of May and the first two weeks of September.

To meet either sitting time, your request for a variance must be received by the Parks Branch, Leases and Permits Section, no later than April 1 for a spring review, or August 1 for a fall review. The address is:

The Parks Branch
Leases and Permits Section
4th Floor, 258 Portage Ave.
Winnipeg, MB
R3C 0B6

Once the committee makes a recommendation, it will advise the Director of Parks, who has the final say. The Director will reply to your application by May 31 for spring reviews, or September 30 for fall reviews, and indicate whether or not it is acceptable and why.

If your application is acceptable, your building plans will be reviewed by Parks for technical details. On confirmation that the technical details meet requirements, a building permit will be issued. You can then start work.

Building Permit Application for Building Construction

Manitoba
Natural Resources
Parks

Return this form, with the necessary plans, to your local District Office or the Parks Branch, 4th Floor, 258 Portage Avenue, Winnipeg, MB, R3C 0B6. Note that you need different forms to apply for an installation permit to install or modify a private sewage disposal system.

All sections of this form for applicant use must be fully completed and adequate plans attached. Application must be endorsed by Parks Branch to ensure compliance with the Provincial Park Lands Act and Regulations thereunder. Parks Branch reserves the right not to issue a building permit if the application does not fully satisfy requirements.

1. Please print or type all information.

I/we _____ being the registered lotholder(s) of a vacation home

located at: Lot _____ , Block _____ , Plan _____ , Subdivision/Lake _____

Mailing Address: _____

Postal Code: _____ Phone: (home) _____ (business) _____

Make application for a proposed _____

description of structure and size

(examples: 14 ft. x 22 ft. garage, 12 ft. x 20 ft. addition to cottage, etc.)

To be constructed according to the enclosed building plans and plot plan.

Detach here

2. Lotholder Responsibility:

I/we accept all responsibility for conformance of construction with the Manitoba Building Code and with the terms and conditions of the Building Permit issued.

3. Existing Building Development Declaration:

I/we declare that the following buildings presently exist on the lot and public reserve (as applicable) and that this information fully and accurately describes the size and use of all structures for the purpose of assuring conformance of the proposed construction with the allowable building development for the lot.

(PLEASE NOTE: This section must be completed accurately. For each existing building on the lot and public reserve, provide: a definition based on actual use (e.g. "storage shed," "guest house," "boathouse," etc.), basic dimensions (e.g. 8' x 10'), and roofed floor area e.g. 80 sq. ft.), including second storeys, lower levels and roofed areas. NOTE: *For Grand Beach only*, open decks are also included in floor area calculations.

Existing Buildings	Dimensions	Roofed Floor Area (sq. ft.)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
_____	_____	_____
_____	_____	_____

Total Existing Building Floor Area _____ (sq. ft.)

4. Additional Information:

I/we offer the following information in support of this application: (Include particulars of any existing buildings to be demolished as part of a redevelopment project.)

_____

_____

See over (reverse side must be completed)

5. Location Agreement in lieu of on site location approval:

I/we hereby declare that the attached plot plan describing structures and distances from surveyed lot lines is true and correct, and that

I/we, accept all responsibility for the location of the proposed above noted structure. If at any time it is found that the above noted structure is not properly positioned on the lot and in accordance with the plot plan submitted with this application,

I/we will assume all expenses associated with the removal and/or relocation of the above noted structure to ensure compliance with requirements under Regulations of the Provincial Park Lands Act within the time frame specified by the Parks Branch or authorized agency. I the applicant, release and forever discharge her majesty the Queen in the right of the province of Manitoba, its servants and agents, of and from all manner of costs, charges, actions, causes of actions, claims or demands which may come forward from this agreement.

6. Enclosures:

Enclosed are the following:

2 Copies of plot plan **dated and signed** showing the definition, location and distances to surveyed lot lines of the proposed structure, existing buildings and other lot development features pertinent to the proposal.

2 Copies of identical building plans which adequately describe the actual structure, its size, use, proportions and general features (one set of the plans will be returned forming part of the building permit).

7. Signatures:

_____ _____

Witness to Lotholders Signature(s)

Date: _____ _____

Signature(s) of Lotholder(s)

Note:

1. Please allow sufficient time for review and processing. We recommend that you submit this application at least one month before you intend to start construction. Please ensure that the information and plans are complete.
2. If this application exceeds the Regulation under **The Provincial Park Lands Act** and established guidelines, you will be required to apply for a variance. Please contact the Parks Branch, Winnipeg, at 945-6773.

Departmental Use Only

On site location approval where applicable:
Location approval only of the proposed construction as described on the building plans and plot plan is given in conformance with the Regulations and guidelines.

Comments _____

_____

Date: _____ Signature of N.R.O. _____

Parks Branch Office use Only

Endorsed by: _____ Date: _____

Signature of Endorsing Officer: _____

Endorsed in conjunction with Building permit no: _____

Preparing Your Drawings — The Plot Plan

You need 2 copies of your plot plan signed and dated and 2 copies of your building plans as part of your application to get a building permit before you can put up a new building or add onto an existing one.

Plot Plans

The main purpose of a plot plan is to show how far the new construction is from the surveyed lot boundaries and its relationship to existing development.

Your plot plan must show your lot and adjacent shoreline reserve (if applicable), as well as:

All Existing Buildings. Your plot plan should show all existing buildings, including structures on the shoreline reserve. Label the buildings and structures, and show how far they are from your side, front, and rear lot boundaries (see sample). Indicate any buildings to be demolished as part of a redevelopment project.

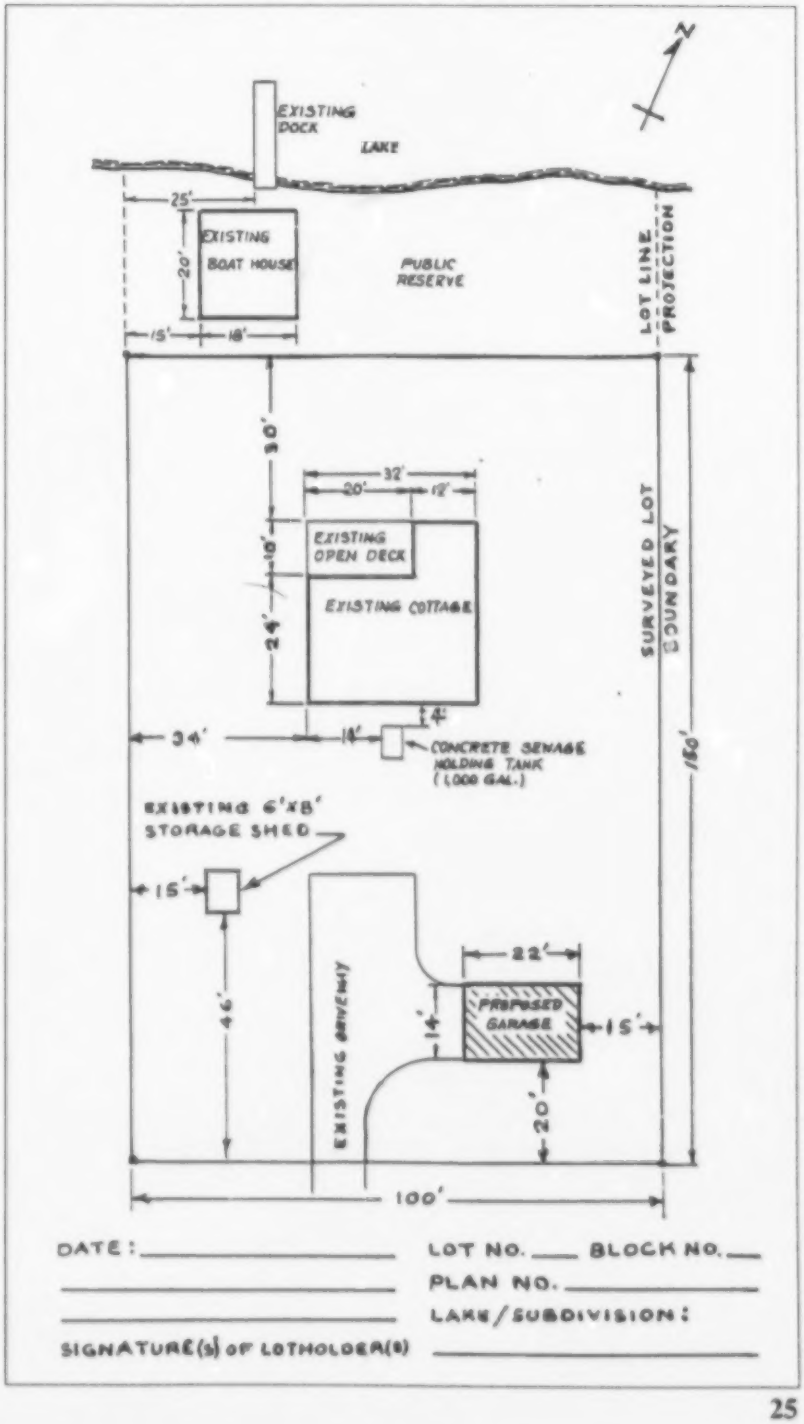
Proposed New Construction. Label and dimension any proposed new construction, and show how far it is from your side, front, and rear lot lines.

Sewage Disposal Facility. Label any existing or proposed sewage disposal facilities. Show how far they are from the lot lines and buildings. See the second half of this booklet for details on sewage disposal facilities.

Other lot development features. Show other lot development features pertinent to your proposal, such as driveways, drainage channels, trees, wells, and large rock outcrops.

Signature and Date. You must sign and date the plot plan as part of the location agreement included in the building permit application. It acknowledges your commitment and responsibility to build at the location shown on the plot plan.

Sample plot plan for an application to build a garage.



Building Plans

You must provide two identical copies of your building plans as part of your application for a building permit.

Your plans must adequately describe the actual structure, it size, use, proportions and general features. As it is the lotholders responsibility to ensure that building construction conforms with the Manitoba Building Code, the drawings that you submit do not necessarily have to contain full structural detail. They will be reviewed for requirements under Regulations of the Provincial Park Lands Act only. However, a building permit cannot be issued if information on the drawing is incomplete or if it cannot be confirmed that the project will conform to those requirements.

When reviewed, your building plans form part of the building permit. One set of plans is returned to you to build from. The other set is kept on file at the District Office.

Options. Your building plans may consist of either:

- complete detailed construction plans commonly used for construction purposes. See sample of detailed construction plans for a vacation home included in this booklet.
  OR
- basic drawings which in most cases, may simply consist of an adequate floor plan and some exterior views of the building. See the sample plans which follow.

If there is more than one floor level, such as an upper loft, second storey, developed lower level or basement, a floor plan of each level is needed, as well as dimensioned building sections in order to confirm floor-area calculations. See sections of this booklet dealing with floor-area calculations.

Floor Plan. The floor plan must show the layout of the building and give clear and concise building dimensions including any screened porches, open roofed areas, decks, etc. Rooms and spaces should be labelled and significant building features shown. For accessory buildings in particular, any habitable area must be identified. For a proposed building addition, the floor plan should show the relationship of the addition to the existing building. Preferably the floor plan should be to scale.

Exterior Views. Exterior views must show, reasonably well, what the building will look like from the outside. They should show building proportions, heights, general construction features, and type such as wood-frame, log wall, etc. so that, together with the floor plan, an adequate basic description of the project is furnished. Exterior views may consist of individual elevation drawings showing each building face separately or they may be three dimensional.

Storage Building. For a simple shortage building such as a small utility shed or a standard non-partitioned garage, exterior views which properly describe the actual structure indicating the basic type of construction and accurate building dimensions will suffice without a floor plan. See sample drawing.

Open Deck. For an open deck with no roof an adequate floor plan will suffice without exterior views.

Drawing Sizes

The most common drawing scale is:
1/4 inch = 1foot - 0 inches where 1inch on the drawing equals 4 feet on the building.

Sheet sizes vary from the larger blueprint sizes to 11 inches x 17 inches, 8 1/2 inches x 14 inches, and 8 1/2 inches x 11inches.

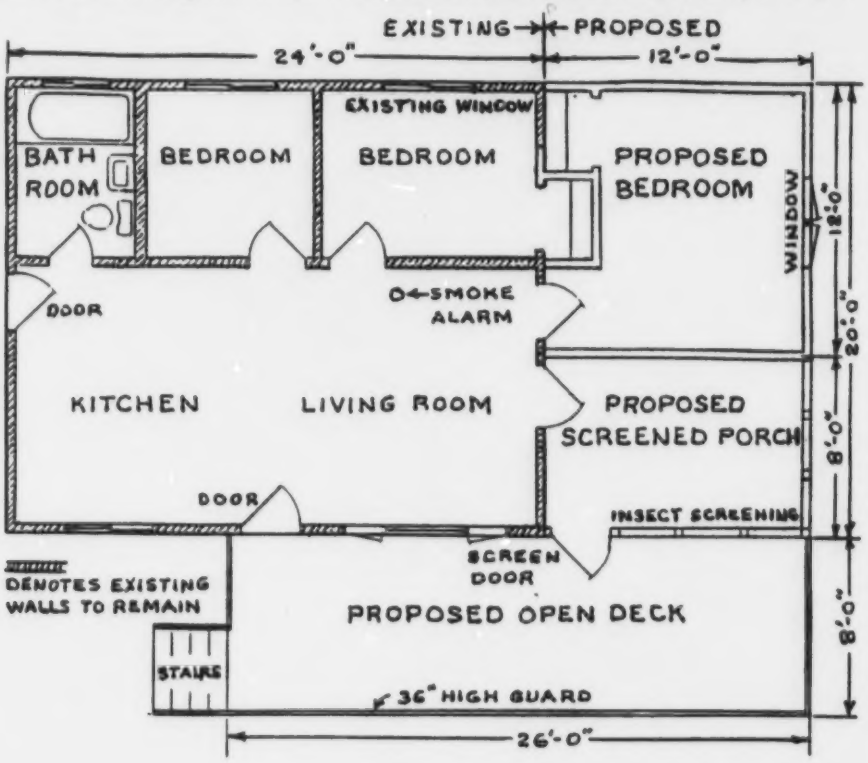
Smaller sizes are handy because they can be reproduced on a photocopier.

Store your originals in a safe place for reference. The Parks Branch only requires copies, but they must be clear and sharp.

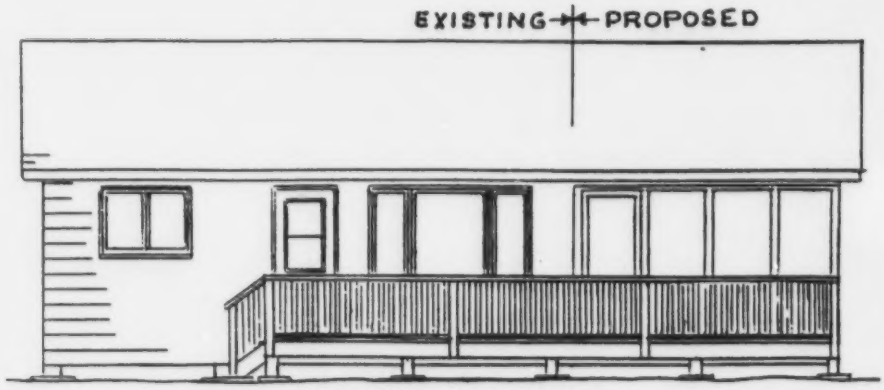
Sample of Basic Drawings for a Cottage Addition

Due to available space these drawings have been reduced to an uncommon scale of 1/8" = 1"0'

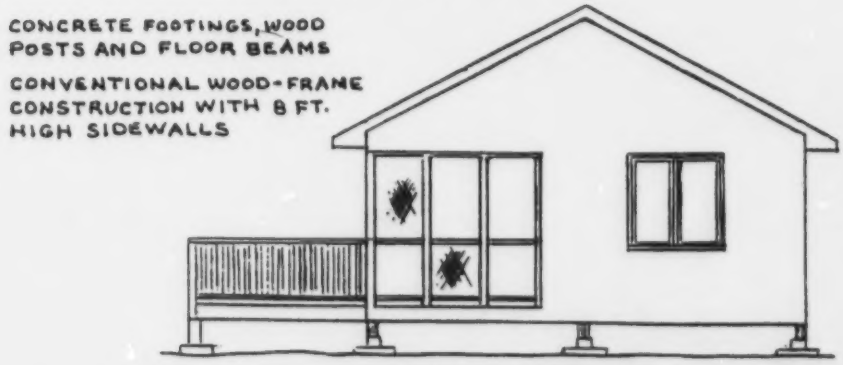
Floor Plan



Exterior Views



FRONT ELEVATION

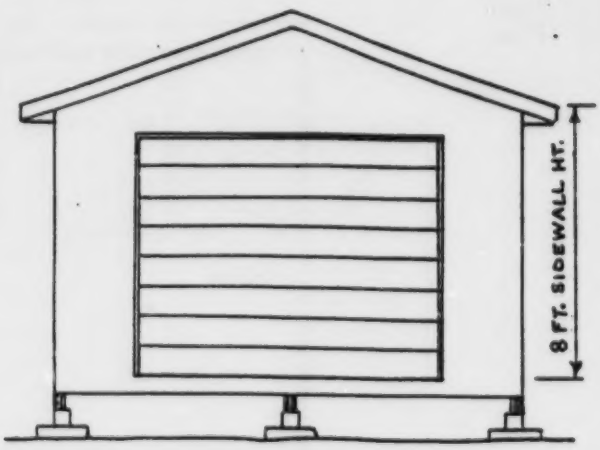


SIDE ELEVATION

Sample of Basic Drawings for a Boathouse

Due to available space these drawings have been reduced to an uncommon scale of 3/16" = 1"0'

FLOOR PLAN

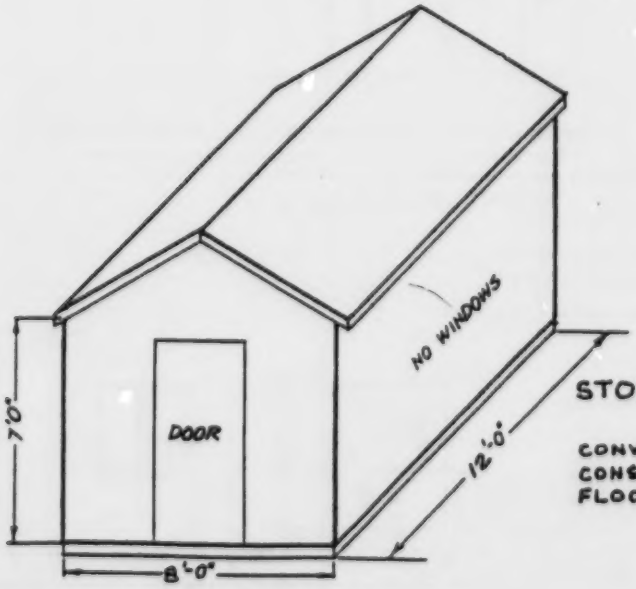


FRONT ELEVATION

CONCRETE FOOTINGS ON DRY LAND, WOOD POSTS, FLOOR BEAMS, JOISTS AND FLOORING

CONVENTIONAL WOOD-FRAME WALL AND ROOF CONSTRUCTION

Sample of Basic Drawings for a Small Storage Shed



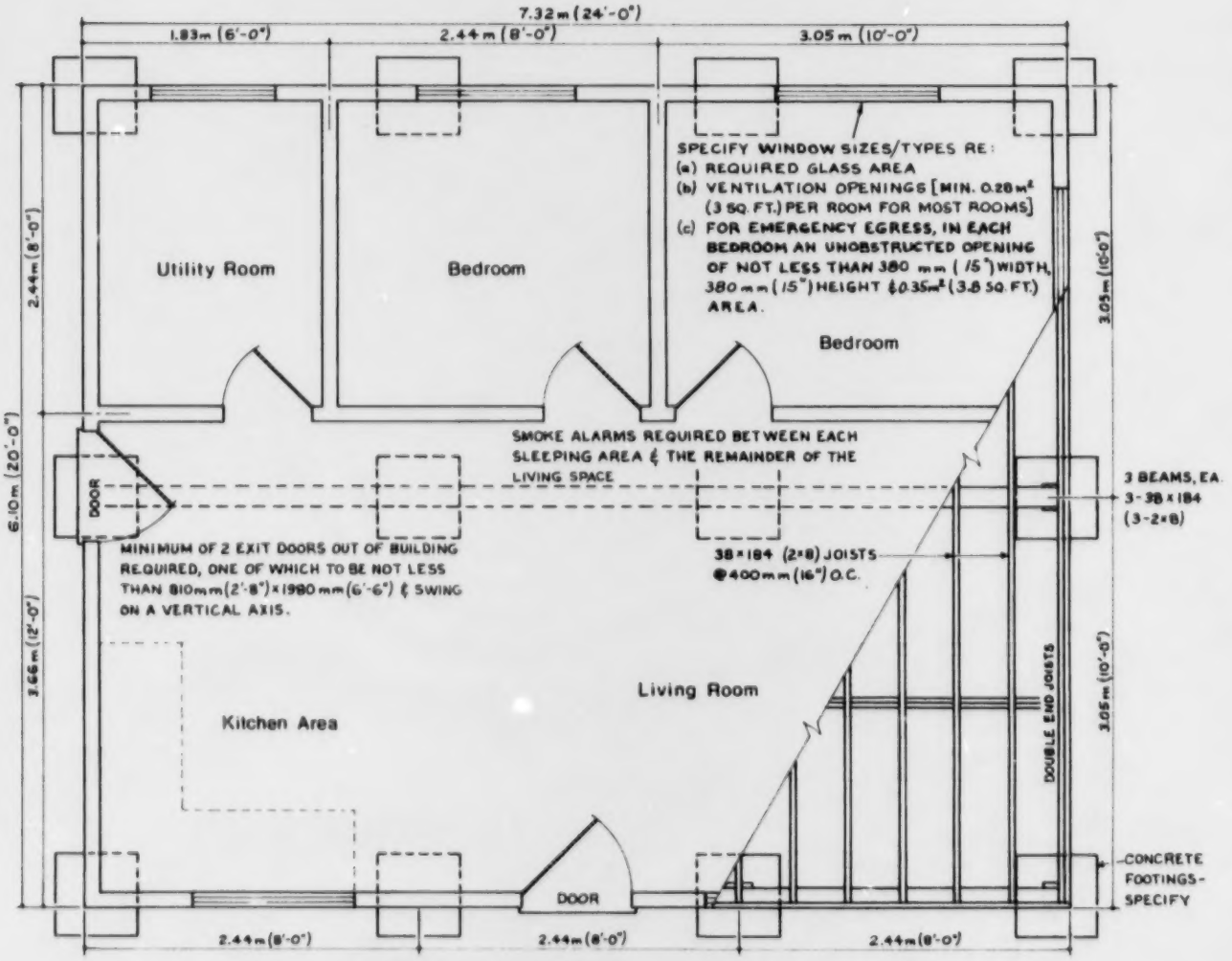
STORAGE SHED

CONVENTIONAL WOOD-FRAME CONSTRUCTION ON CONCRETE FLOOR SLAB

Sample of Detailed Construction Plans for a Vacation Home

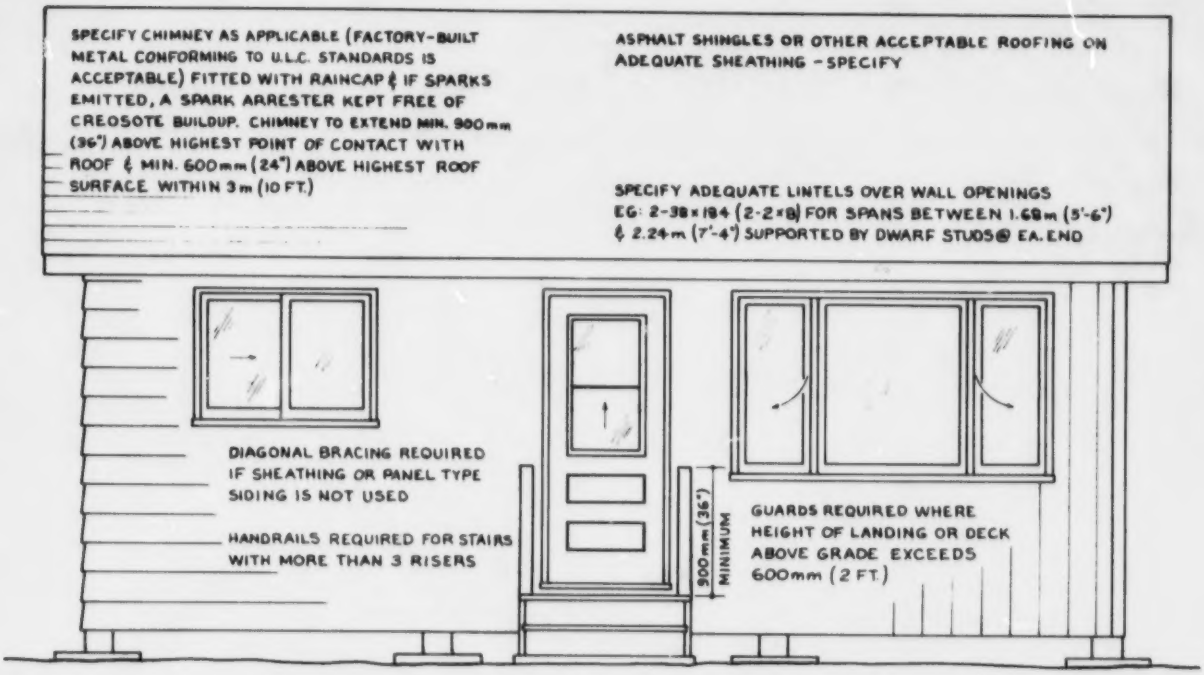
These drawings are provided for general information purposes only.

Building specifications will vary according to the design as will the number and complexity of views. Features shown reflect common cottage construction practice. The lotholder is fully responsible to ensure that construction conforms to the current edition of the Manitoba Building Code.

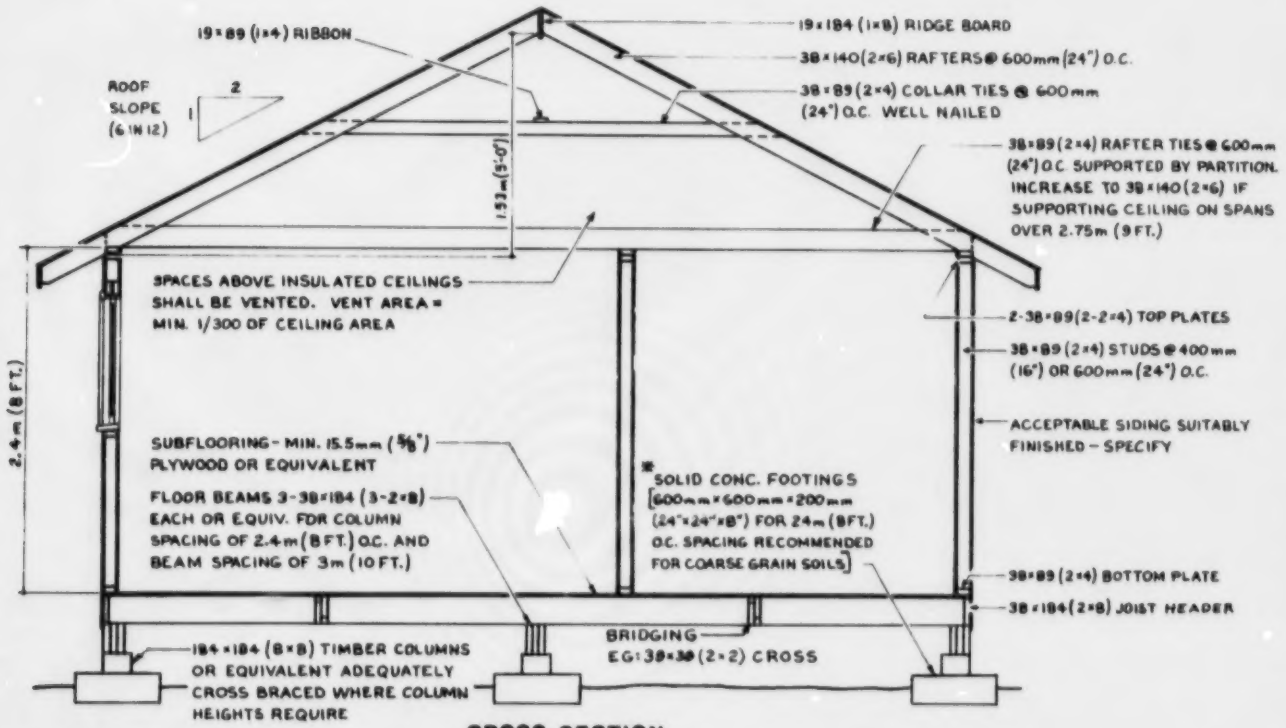

7.32m (24'-0")
1.83m (6'-0")
2.44m (8'-0")
3.05m (10'-0")
6.10m (20'-0")
2.44m (8'-0")
3.66m (12'-0")
3.05m (10'-0")
3.05m (10'-0")
Utility Room
Bedroom
Bedroom
SPECIFY WINDOW SIZES/TYPES RE:
(a) REQUIRED GLASS AREA
(b) VENTILATION OPENINGS [MIN. 0.28m² (3 SQ. FT.) PER ROOM FOR MOST ROOMS]
(c) FOR EMERGENCY EGRESS, IN EACH BEDROOM AN UNOBSTRUCTED OPENING OF NOT LESS THAN 380 mm (15") WIDTH, 380 mm (15") HEIGHT & 0.35m² (3.8 SQ. FT.) AREA.
SMOKE ALARMS REQUIRED BETWEEN EACH SLEEPING AREA & THE REMAINDER OF THE LIVING SPACE
DOOR
MINIMUM OF 2 EXIT DOORS OUT OF BUILDING REQUIRED, ONE OF WHICH TO BE NOT LESS THAN 810mm (2'-8") x 1980 mm (6'-6") & SWING ON A VERTICAL AXIS.
3 BEAMS, EA. 3-38 x 184 (3-2x8)
38 x 184 (2x8) JOISTS @ 400 mm (16") O.C.
Kitchen Area
Living Room
DOUBLE END JOISTS
CONCRETE FOOTINGS - SPECIFY
DOOR
2.44m (8'-0")
2.44m (8'-0")
2.44m (8'-0")

COMBINED FOUNDATION & FLOOR PLAN
(PREFERABLY TO BE SHOWN ON 2 SEPARATE DRAWINGS)
SCALE 1/4" = 1'-0" APPROXIMATE METRIC SCALE 1:50

continued next two pages


SPECIFY CHIMNEY AS APPLICABLE (FACTORY-BUILT METAL CONFORMING TO U.L.C. STANDARDS IS ACCEPTABLE) FITTED WITH RAINCAP & IF SPARKS EMITTED, A SPARK ARRESTER KEPT FREE OF CREOSOTE BUILDUP. CHIMNEY TO EXTEND MIN. 900mm (36") ABOVE HIGHEST POINT OF CONTACT WITH ROOF & MIN. 600mm (24") ABOVE HIGHEST ROOF SURFACE WITHIN 3m (10 FT.)
ASPHALT SHINGLES OR OTHER ACCEPTABLE ROOFING ON ADEQUATE SHEATHING - SPECIFY
SPECIFY ADEQUATE LINTELS OVER WALL OPENINGS EG: 2-38×184 (2-2×8) FOR SPANS BETWEEN 1.68m (5'-6") & 2.24m (7'-4") SUPPORTED BY DWARF STUDS @ EA. END
DIAGONAL BRACING REQUIRED IF SHEATHING OR PANEL TYPE SIDING IS NOT USED
HANDRAILS REQUIRED FOR STAIRS WITH MORE THAN 3 RISERS
900mm (36") MINIMUM
GUARDS REQUIRED WHERE HEIGHT OF LANDING OR DECK ABOVE GRADE EXCEEDS 600mm (2 FT.)

FRONT ELEVATION


19×89 (1×4) RIBBON
19×184 (1×8) RIDGE BOARD
38×140 (2×6) RAFTERS @ 600mm (24") O.C.
38×89 (2×4) COLLAR TIES @ 600mm (24") O.C. WELL NAILED
ROOF SLOPE (6 IN 12)
2
1
1.53m (5'-0")
38×89 (2×4) RAFTER TIES @ 600mm (24") O.C. SUPPORTED BY PARTITION. INCREASE TO 38×140 (2×6) IF SUPPORTING CEILING ON SPANS OVER 2.75m (9 FT.)
SPACES ABOVE INSULATED CEILINGS SHALL BE VENTED. VENT AREA = MIN. 1/300 OF CEILING AREA
2-38×89 (2-2×4) TOP PLATES
38×89 (2×4) STUDS @ 400mm (16") OR 600mm (24") O.C.
ACCEPTABLE SIDING SUITABLY FINISHED - SPECIFY
2.4m (8 FT.)
SUBFLOORING - MIN. 15.5mm (5/8") PLYWOOD OR EQUIVALENT
FLOOR BEAMS 3-38×184 (3-2×8) EACH OR EQUIV. FOR COLUMN SPACING OF 2.4m (8 FT.) O.C. AND BEAM SPACING OF 3m (10 FT.)
*SOLID CONC. FOOTINGS (600mm×600mm×200mm (24"×24"×8") FOR 2.4m (8 FT.) O.C. SPACING RECOMMENDED FOR COARSE GRAIN SOILS.
38×89 (2×4) BOTTOM PLATE
38×184 (2×8) JOIST HEADER
BRIDGING EG: 38×38 (2×2) CROSS
184×184 (8×8) TIMBER COLUMNS OR EQUIVALENT ADEQUATELY CROSS BRACED WHERE COLUMN HEIGHTS REQUIRE

CROSS SECTION

*EXCEPT WHERE IT IS POSSIBLE TO POUR SMALLER FOOTINGS ON SOLID BEDROCK, IN ORDER TO ACCOMODATE THE USE OF PRECAST PORTABLE CONCRETE FOOTINGS, THEY MAY BE MIN. 450mm×450mm×150mm (18"×18"×6") WHEN SPACED NOT MORE THAN 2.44m (8'-0") O.C. UNDER BEAMS SUPPORTING SINGLE STOREY LIGHT FRAME CONSTRUCTION. HOWEVER, LARGER MAY BE ADVISABLE.

OTHER TYPES OF APPROVED ROOF CONSTRUCTION:

A ROOF TRUSSES:

NAILING SCHEDULE

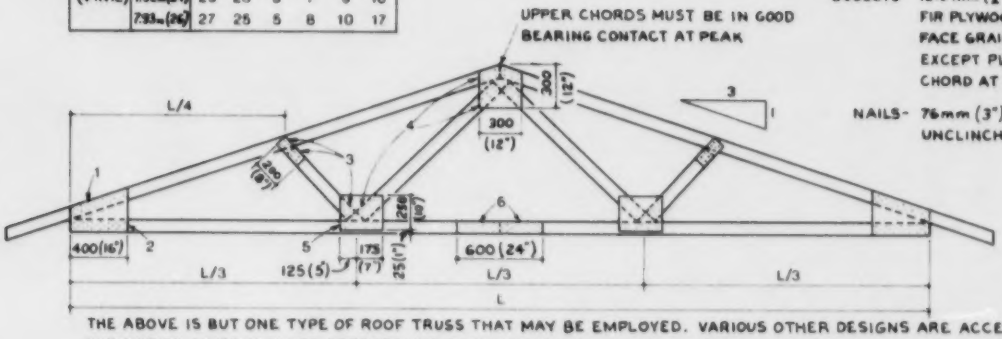
SLOPE	SPAN "L"	NUMBER OF NAILS					
		1	2	3	4	5	6
1 IN 3	6.10m (20')	21	20	4	6	7	13
(4 IN 12)	7.32m (24')	25	23	5	7	9	16
	7.93m (26')	27	25	5	8	10	17

TRUSS SPACING- 600mm (24") O.C.

LUMBER- ALL CHORD & WEB MEMBERS OF 38×89 (2×4) NO. 1 SPRUCE OR EQUIVALENT

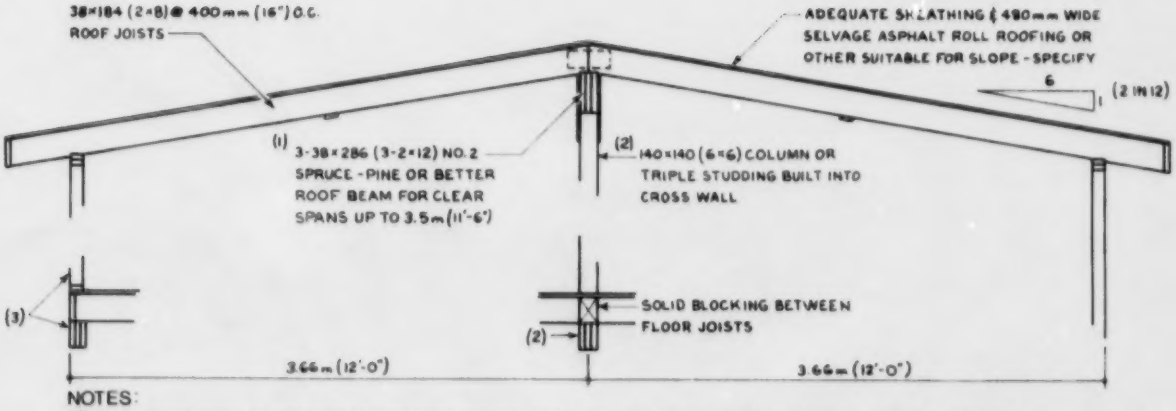
GUSSETS- 12.5 mm (½") SHEATHING GRADE DOUGLAS FIR PLYWOOD BOTH SIDES AT ALL JOINTS, FACE GRAIN PARALLEL TO BOTTOM CHORD EXCEPT PLATES JOINING WEB TO TOP CHORD AT QUARTER POINTS.

NAILS- 76mm (3") COMMON, CLINCHED OR UNCLINCHED, STAGGERED



THE ABOVE IS BUT ONE TYPE OF ROOF TRUSS THAT MAY BE EMPLOYED. VARIOUS OTHER DESIGNS ARE ACCEPTABLE BUT THE PLAN SUBMISSION MUST INCLUDE APPROPRIATE DATA TO ENSURE ADEQUACY FOR THE DESIGN GROUND SNOW LOAD APPLICABLE TO THE AREA EXAMPLES: WHITESHELL = 2.3 KPa (48 LBS/SQ FT.); PAINT LAKE = 2.6 KPa (55 LBS/SQ FT.)

B OPEN BEAM:


38×184 (2×8) @ 400mm (16") O.C. ROOF JOISTS
ADEQUATE SHEATHING & 480mm WIDE SELVAGE ASPHALT ROLL ROOFING OR OTHER SUITABLE FOR SLOPE - SPECIFY
6
1
(2 IN 12)
(1) 3-38×286 (3-2×12) NO. 2 SPRUCE - PINE OR BETTER ROOF BEAM FOR CLEAR SPANS UP TO 3.5m (11'-6")
(2) 140×140 (6×6) COLUMN OR TRIPLE STUDDING BUILT INTO CROSS WALL
(3)
SOLID BLOCKING BETWEEN FLOOR JOISTS
(2)
3.66m (12'-0")
3.66m (12'-0")

NOTES:

(1) ROOF BEAMS MUST BE ADEQUATELY DESIGNED FOR THE AREA DESIGN GROUND SNOW LOAD, BEAM SPAN & SUPPORTED JOIST LENGTH.

(2) ROOF BEAM SUPPORTS TO BEAR DIRECTLY ONTO FLOOR BEAMS, EITHER OVER FOOTINGS OR BEAMS OF ADEQUATE SIZE FOR THE APPLIED LOAD & BEAM SPAN.

(3) ROOF BEARING WALLS TO BE SUPPORTED BY CONTINUOUS FLOOR BEAMS.

(4) SIZES, LOCATIONS & RELATIONSHIP OF STRUCTURAL COMPONENTS IN (1), (2) & (3) ABOVE MUST BE CLEARLY SHOWN ON PLANS SUBMITTED FOR APPROVAL.

Planning and Installing a Sewage Disposal System

What method of sewage disposal can you use? When are holding tanks mandatory? What size of septic tank do you need? What is a sullage pit for?

This section covers these and other questions you might have about planning and installing a sewage disposal system or upgrading your present one.

It applies to all cottages throughout the provincial parks system. To check whether your system is subject to special requirements, see "Special Locations" opposite.

Environmental Protection . If your present system is operating with no environmental or public health problems, you don't have to change it.

If your system has failed or is defective, you must repair it or replace it with an approved system.

You may also have to change the system if:

- more sewage and sullage is generated as a result of cottage upgrading
- you switch from seasonal to permanent residence
- your system was inadequate to begin with.

It is important to ensure that your system is operating properly to help protect the environment in the park.

5-Year Inspection. All private sewage disposal systems will be inspected by Parks at least once every 5 years.

In case of a disagreement, Parks may call for tests if it considers your system does not meet regulations or poses an environmental hazard.

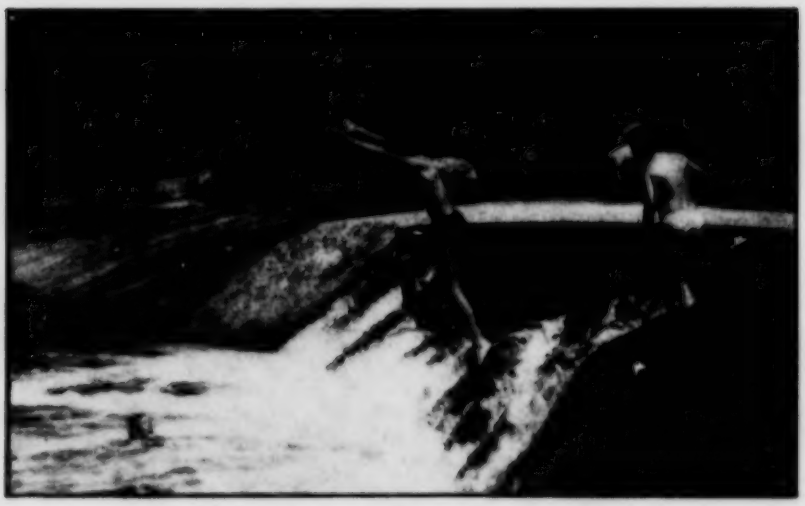
If the tests indicate a problem, you will have to cover the cost and make any required changes within a specified deadline.

Transport and Disposal. Sewage and sludge must be transported by a firm or person certified by the Parks Branch, and disposed of at a location approved by the Department of Environment.

Hot Tubs / Wading Pools. Wastewater from hot tubs, jacuzzis, and hydro spas must be disposed of in an approved manner.

See "Accessory Facilities" in the first half of this booklet for details on the capacity of hot tubs, jacuzzis, hydro spas, and wading pools. **Note that swimming pools are not permitted.**

Water is our most precious natural resource. You can help protect it by ensuring that your sewage disposal system continues to meet Department of Environment standards which were designed to maintain the high water quality of our lakes and river systems.



Special Locations

If your cottage is in one of the locations listed here, special conditions apply to your sewage disposal system.

- **Grand Beach Provincial Park.** Septic fields and sullage pits are not permitted.
- **Grindstone Point Provincial Park.** Septic fields and sullage pits are not permitted.
- **Falcon Lake Block D and K Plan 8208.** Your cottage must be hooked up to the municipal piped system.
- **Clearwater Lake, Paint Lake Provincial Park, Athapapuskow area, Snow Lake, Wekusko Lake, Snow Creek, Bower Lake, and Sharpe Lake.** Septic fields and sullage pits are not permitted in these locations, which are examples of "Sensitive Areas" designated by Manitoba Environment.

Terms

disposal field — a system of pipes laid in a shallow excavation or trenches backfilled with graded media and top soil for the disposal and treatment of sewage effluent

graded media — crushed rock or gravel ranging in diameter from 0.5 - 3 inches (1-7 centimetres)

holding tank — a watertight receptacle designed to retain sewage or sullage

low water use closet — a toilet that uses less than 1 gallon (about 4 litres) of water for each flush

private sewage disposal system — a system for sewage treatment or disposal or both

sensitive area — any area so designated by the Minister of Environment

septic tanks — a watertight receptacle for the primary treatment of sewage and the digestion of sludge

sewage — faecal or urinary wastes

sewage effluent — sewage after it has undergone at least one form of physical, chemical or biological treatment

sludge — the settled solids in the working chamber of a septic tank or treatment plant

sullage — liquid waste excluding fecal and urinary wastes (grey water)

sullage pit — an excavation backfilled with media for the disposal of sullage

WARNING

Dangerous Gases. Never enter a holding tank or septic tank. Sewage produces toxic gases.

Over the years, many people have died in these types of tanks. They were suffocated by a lack of oxygen or overcome by toxic gases.

Traps. All plumbing fixtures must have a trap installed to prevent sewer gases from entering your building.

Venting. All plumbing fixtures must be vented to a main stack to dissipate sewer gases.

Qualified Tradespersons. All work on holding tanks, septic tanks, and plumbing systems should be performed by qualified tradespersons to meet the Manitoba Plumbing Code. Improper installation or maintenance could result in dangerous gases entering your building. Environmental damage could also result.

Selecting A System*

Whether you are upgrading an old system or starting from scratch, selection of your system depends on site conditions and the type of facilities at your cottage.

Seven Methods. You can use any of seven sewage disposal methods approved by Manitoba Regulation 95/88R,* "Private Sewage Systems and Privies Regulations."

The seven methods are designed to ensure that sewage and sullage ("grey" water from sinks and tubs) do not pollute park lands and waters.

The seven methods are as follows. See the rest of this section for more details.

- pit, pail, or vault privy and sullage pit for "grey" water
- low water use closet, septic tank (minimum 150 gallons or 680 litres) and field, and sullage pit
- low water use closet, holding tank (minimum 750 gallons or 3400 litres), and sullage pit
- full size system (four fixtures), holding tank (minimum 1000 gallons or 4500 litres), and sullage pit
- full size system (four fixtures) septic tank (minimum 575 gallons or 2590 litres) and field.
- holding tank for all sewage and sullage (minimum 1000 gallons or 4500 litres)
- non-water carried toilet system, such as composting or incineration, and sullage pit.

The septic tank and field method may not necessarily be a workable solution for your lot.

In some locations, your choice of system might be subject to special restrictions. See "Special Locations" earlier in this section.

CSA Approved. Septic tanks, holding tanks, composting toilets, pipes — in short, all plumbing equipment in your system must be CSA approved.

Holding Tanks. In some situations, a holding tank may be the best solution for handling wastewater.

Holding tanks are **mandatory** for all sewage and sullage if your lot is accessible by road **and** if any of the following conditions apply:

- your lot is in an area that has been declared "sensitive" by the Department of Environment
- site conditions cannot provide sufficient environmental protection for sewage flows using one of the other six methods.

Alternatives to Water Carried Toilet Systems

For reference, here are the highlights on the most commonly used alternatives to standard flush toilets.

Incinerator Toilets — use gas or electricity to burn wastes to a dry, sterile ash that may be discarded with no special precautions.

Composting Toilets — allow organic material to decompose in the presence of air. When fully composted, the residual material is an inoffensive, earth-like substance that can be used for fertilizer.

Chemical Toilets — often a bucket with a seat. The "chemical" part is a small amount of solution poured into the bucket before use.

Pail & Vault Privies — A pail privy substitutes a pail for the pit. A vault privy uses a small watertight tank or container. Both types have to be emptied periodically by a pumpout truck.

**** Manitoba regulation 95/88R under the Environmental Act is currently under review and may result in changes as to the type of systems being allowed in parks.***

Septic Field Systems

A septic tank system disposes of all cottage wastewater, from the bath, dishwasher, washing machine, and toilet.

Although it is an effective method of disposing of wastewater, it may be expensive or difficult to maintain, depending on your site conditions.

The system comprises a sewer line, 2-compartment septic tank, and disposal field. Because of the amount of digging involved, you will probably not want to attempt to build your own system.

Get advice on a septic tank system before you start building your cottage. The system may be the determining factor in picking the location and ground elevation of your cottage and other buildings.

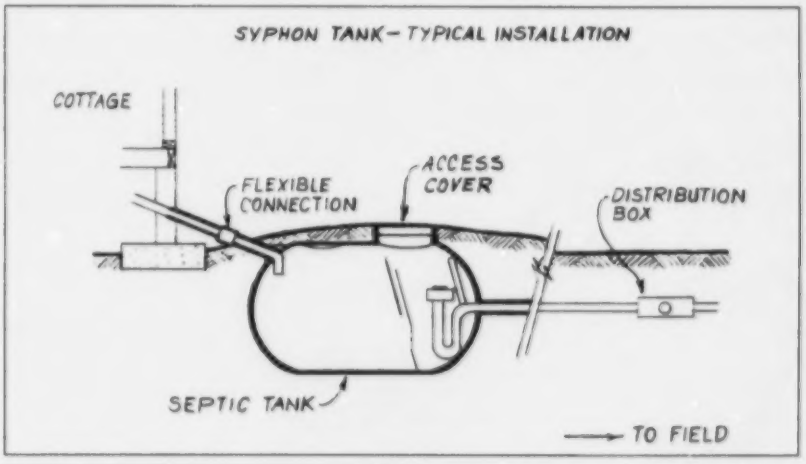
For details on the paperwork involved, see "Working On the System" later in this section.

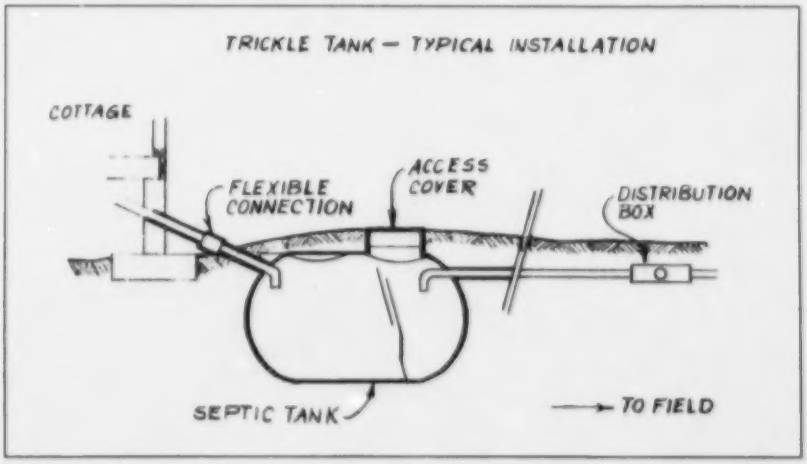
How It Works. Sewage from the cottage enters the sedimentation chamber of the septic tank where solids settle to the bottom as a sludge, and fats and greases rise to the top to form a scum.

The sludge is partly decomposed by bacteria that live in the tank. The liquid then flows to the second chamber.

If the system is working properly, the liquid that flows out of the second chamber is relatively clear, although it still has an odour and may carry disease. It must go into a disposal field which consists of rows of buried distribution pipe set in beds of graded media in a trench, or a large shallow pit filled with graded media.

The distribution pipe is perforated with small holes along its length. The graded media acts as a reservoir from which the effluent can seep slowly into the soil where it is further treated by bacteria.





All septic tanks have access covers for periodic cleaning. ***Never enter the tank.*** *You could be suffocated by a lack of oxygen or overcome by toxic gases.*

Laying Out the Sys.em. In locating your septic tank and disposal field, observe the distances to your cottage, wells, and property lines, as shown in the table opposite.

No part of your system can be located in your lot buffer strips.

A watertight sewer line with a flexible connector leads from the cottage to the septic tank. The line should be cast iron or ABS plastic, 4 inches (10 centimetres) in diameter, set at a slope of 1/4 inch per foot.

The tank sits below ground. Locate it where it is accessible for cleanout. Access holes to the tank should be extended to, or above, the ground and equipped with child-resistant covers.

You don't have to lay the septic tank and drainage lines below frost depth **if you use the system throughout the winter.** Warm water entering the system from the cottage, and the heat of bacterial action, keep the whole system warm. If you use the system only occasionally during the winter, it may freeze if it is not installed below frost depth.

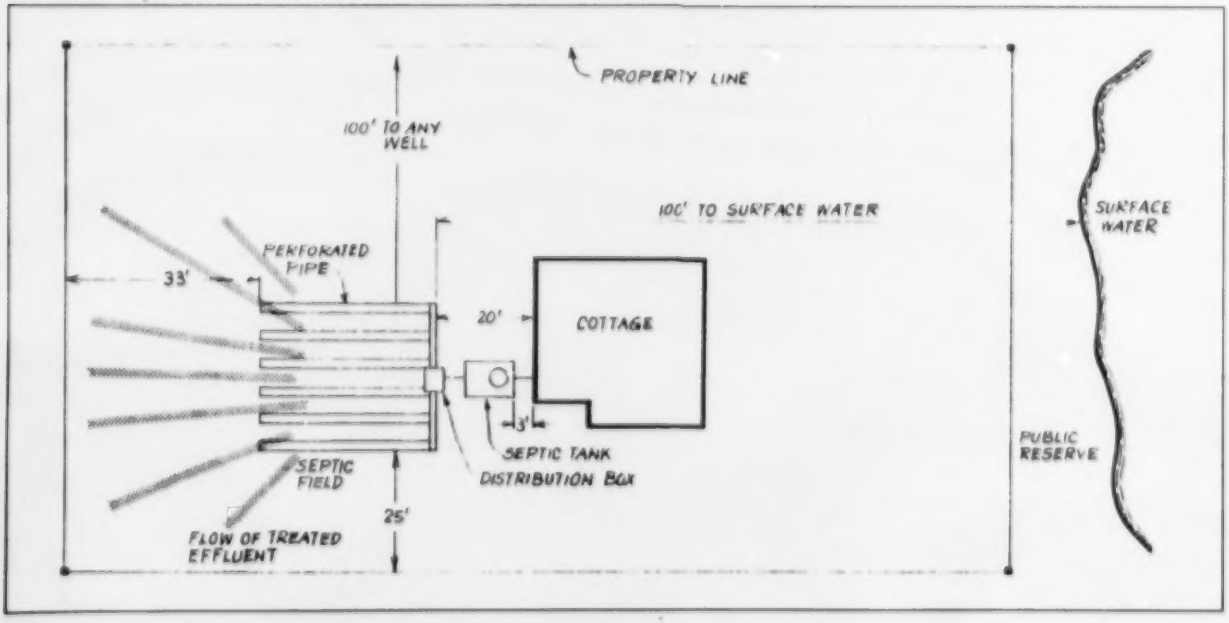
If the system can be laid out so that sewage flows by gravity to the tank and then to the disposal field, it needs no machinery or power. Systems where gravity feed is not possible require a pump-out type of septic tank where the effluent is pumped to the field .

How Big A Tank/Field? Septic tanks and fields must be sized to suit your cottage, as indicated in the table opposite.

Sizes take into account the use of clothes washers, dishwashers, and other waste-producing appliances.

The minimum size of a septic tank for a full-size system is 500 gallons (2250 litres) for sedimentation chambers and 75 gallons (340 litres) for control chambers. For each bedroom over four, field size must be increased by 10%.

A septic disposal system is capable of treating all sewage from a cottage residence. When properly installed, used, and maintained, it can give good service without damaging the environment. System setbacks shown are the minimum required.



STANDARDS FOR SEPTIC TANKS AND DISPOSAL FIELDS SERVING SWELLINGS

SCHEDULE A (Clause 9(a))

(from Manitoba Regulation 95/88 R)*

SEPTIC TANKS

Septic tanks servicing dwellings shall

(a) be watertight;

(b) have at least two compartments;

(c) be of concrete or fibreglass construction or other approved materials;

(d) if prefabricated, shall bear a valid stamp or mark indicating certification by the Canadian Standards Association (Standard B66 or latest revised edition);

(e) have access holes extending to or above the ground surface;

(f) have child proof covers;

(g) be set back at least the distance indicated, from the following:

(i)	Building	1.0 m
(ii)	Property Boundary	3.0 m
(iii)	Wells	8.0 m
(iv)	Surface Water	15.0 m
(v)	Cut or Embankment	8.0 m
(vi)	Swimming Pool	3.0 m
(vii)	Cistern	3.0 m

(h) have a minimum working capacity of

(i) 2,250 litres for a sedimentation chamber; and

(ii) 340 litres for a control chamber

DISPOSAL FIELDS

Disposal fields servicing dwellings shall

(a) not be located in areas where the depth of available overburden is less than 1 m from the base of the field to bedrock or high water table;

(b) be set back at least the distance indicated as measured to the nearest part of the disposal field that receives the sewage effluent, from the following:

(i)	Building - no basement or cellar	6 m
(ii)	Building with basement or cellar	11 m
(iii)	Surface Water	30 m
(iv)	Cut or Embankment	15 m
(v)	Swimming Pool	8 m
(vi)	Water Service Pipes	8 m
(vii)	Well (drilled and cased to a min. of 6 m below ground level)	15 m
(viii)	Other Wells and Springs	30 m
(ix)	Property Boundary	8 m

(c) where trench type disposal fields are used, have dimensions as follows:

(i)	Minimum trench width	40 cm
(ii)	Minimum trench depth	60 cm
(iii)	Maximum trench depth	90 cm
(iv)	Minimum diameter of the perforated pipe	10 cm
(v)	Minimum thickness of graded media above perforated pipe	5 cm
(vi)	Minimum thickness of graded media below perforated pipe	25 cm
(vii)	Minimum distance between trenches (pipe to pipe)	2 m
(viii)	Maximum length of pipe lateral	18 m
(ix)	Minimum height of soil cover over graded media	30 cm

(d) where trench fields are used, have distribution pipe of the following minimum lengths:

Sand With Gravel	55 m
Silty Sand to Clayey Silt	70 m
Clay	80 m

The length of distribution pipe shall be increased by 10% for each bedroom exceeding three.

(e) where total area fields are used, dimensions as follows:

(i)	Minimum diameter of the perforated pipe	10 cm
(ii)	Thickness of graded media below perforated pipe	45 cm to 50 cm
(iii)	Minimum thickness of media above perforated pipe	15 cm
(iv)	Minimum total length of perforated pipe	18 m
(v)	Minimum thickness of soil cover over media	30 cm
(vi)	Maximum depth of excavation	1 m

(f) where total area fields are used, have a minimum volume of graded media as follows:

Sand with Gravel	30 m^3
Silty Sand to Clayey Silt	40 m^3
Clay	60 m^3

The volume of graded media shall be increased by 10% for each bedroom exceeding four.

This regulation is currently under review by the Department of Environment and may be changed in the future. Please check with Parks Branch for changes.

Disposal Fields. The ideal location for a disposal field depends on the site. Sloping land is a factor in assessing the suitability of your lot.

Locate the field well away from wells, surface water, and areas that are subject to flooding

Bedrock or other impervious layers, or the groundwater table, must sit at least 3 feet (1 metre) below the bottom of the absorption trenches.

The area of the field must be free of trees and bushes so that the field is well aired and sunlight can reach the surface to promote evaporation. Encourage a good growth of grass over the field. The roots of the grass and plants absorb liquid in the soil and release it to the atmosphere through the leaves.

A watertight line runs from the septic tank to the disposal field where it branches out into two or more drainage lines laid level on graded media — crushed rock or gravel ranging in diameter from 0.5 - 3 inches (1 -7 centimetres).

Drainage lines are perforated plastic pipe, which comes in 10-foot lengths (3 metres). Pipe diameter must be at least 4 inches (10 centimetres). The perforations, near the bottom of the pipe, allow liquid wastes from the septic tank to seep into the graded media. Once positioned, the drainage lines are covered with graded media.

Above-Ground Filters. On lots with a high water table, a raised disposal field can be formed partially above ground but are not recommended.

Above-ground filters are not recommended. They are susceptible to failure, complicated to build, and can detract from the appearance of your lot.

Replacing a Failed Field. For approval to replace a failed disposal field, it must meet all requirements set out for a new field.

Getting the Most Out of Your Septic System

A septic disposal system is surprisingly efficient and durable if it is properly installed and used.

Normal amounts of grease, soap, detergent, bath salts, and other common household chemicals will not harm it. Even bleach and lye, in moderate quantities, will not hinder the bacterial action in the septic tank.

There should be no need to use "starters," "bacterial feeds," or "cleaners." All the bacteria needed to operate the tank are already contained in the sewage entering the system.

How often the tank needs to be cleaned out depends on its size and the amount of use it gets. Have it inspected once a year. Excessive buildup of sludge in the tank may clog the disposal system and render it unusable.

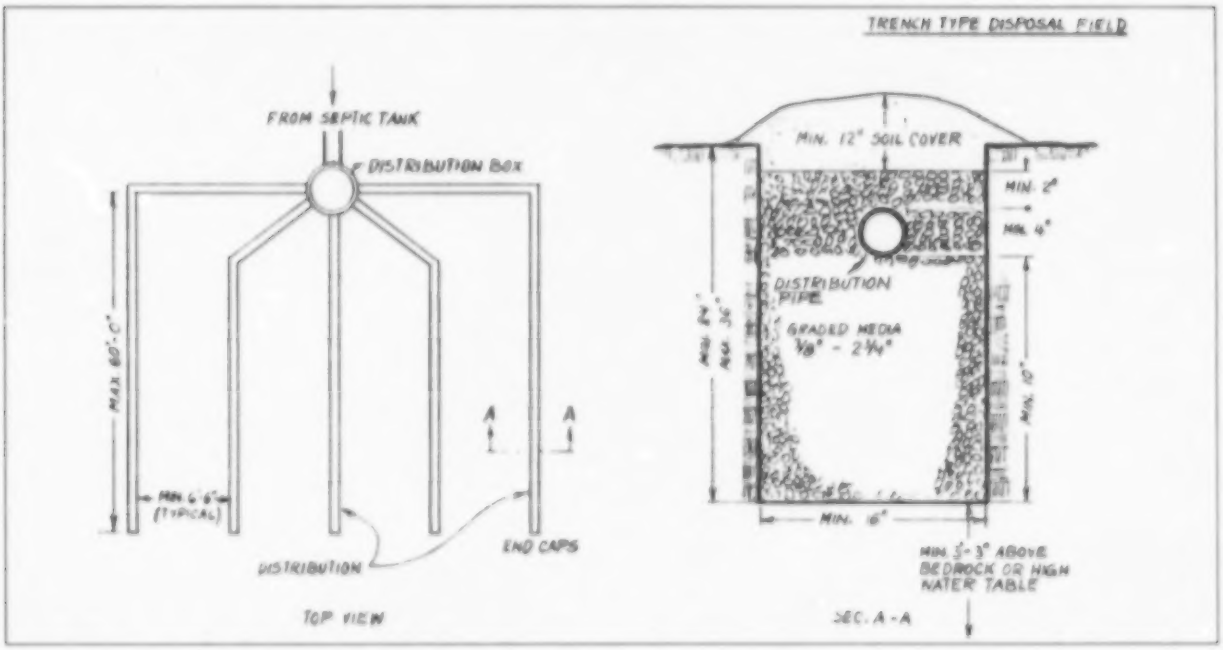
Keep water use to a minimum. Take a short shower instead of a bath, and use a flow-restrictor in the shower head. Turn water on and off as you need it. Check for dripping faucets and toilets that keep running. Wait until you have full loads before using automatic washers and dishwashers. Excessive use of water, such as doing many washings in one day, can overload the field or worse, flush solids from the tank and clog the field.

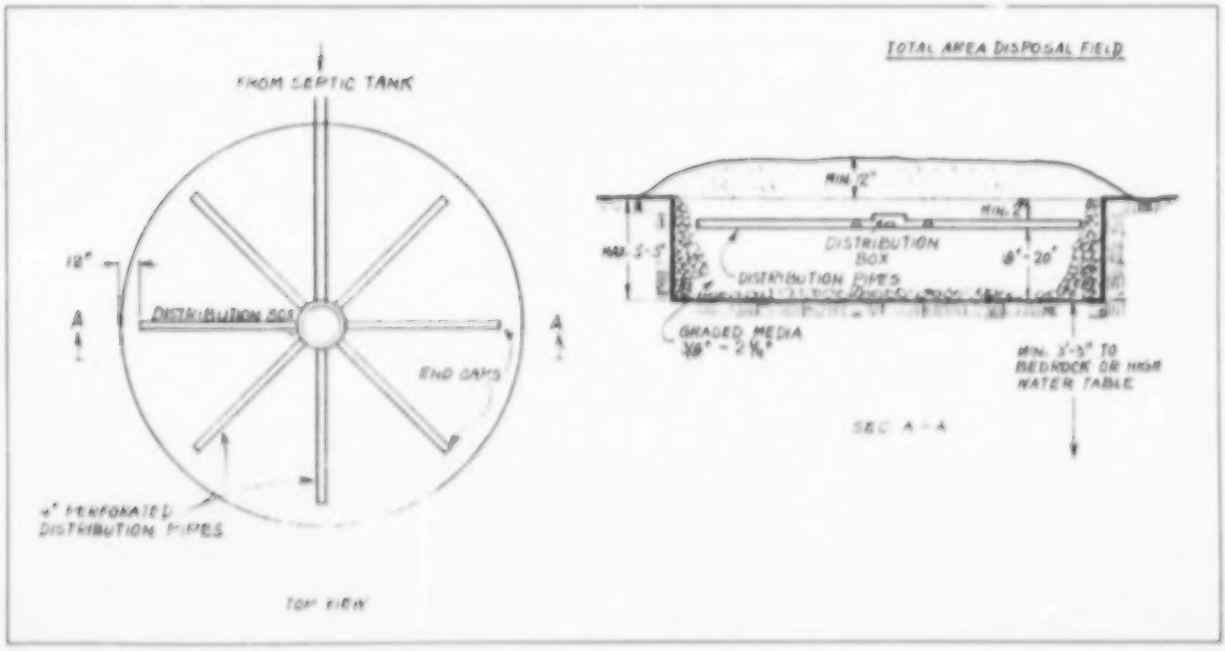
Do not allow roof drains to discharge to the septic tank or surface waters to drain towards the septic field.

Keep vehicular traffic, including snowmobiles, off the septic field.

Do not plant trees or locate playground equipment, sheds, or other structures on a septic field.

Typical disposal fields: trench type and total area disposal. Note that soil is mounded over the field to ensure good surface drainage.





Holding Tank Systems

If your lot is too small for a septic field, soils are unsuitable, or you are in one of the special locations listed earlier, the only solution may be to install a holding tank.

A holding tank, as the name implies, holds sewage until it can be pumped out and disposed of properly — usually at a sewage lagoon.

Warning Devices. Holding tanks should be equipped with warning devices that let you know when you need to call the pumpout truck.

Tanks must have a capacity of at least 1000 gallons (4500 litres) with the exception of systems with low-flush toilets where the minimum capacity can be 750 gallons (3400 litres).

Accessible Location. Locate the tank where a truck can get to it to clean it out. Consult Parks on a suitable location.

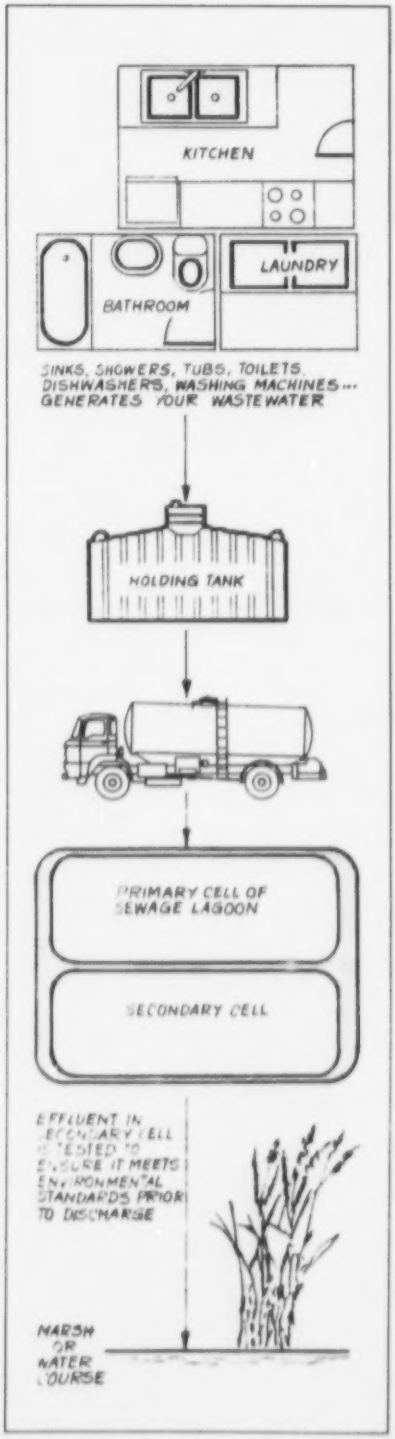
The tank must be installed at least 3 feet (1 metre) from any building unless you obtain a variance from the Department of Environment. Such variances are granted only in special circumstances.

Keep Children Away. A holding tank can be buried or above ground. If you put it above ground, consider screening it with vegetation and use fencing to keep children away. All models must be equipped with child resistant lids. *A locking device is preferred.*

If it is buried, it should sit on a stone-free sand base to avoid punctures. Keep it away from places where it could be driven over since it could collapse. Avoid wet areas, where the tank could float up. If necessary, use anchors to hold it down.

Minimizing Pumpout Costs. Keep your taps and toilets in good repair. In a single day, as much as 5 gallons (22.5 litres) can go down the drain from a leaky tap. A toilet that keeps running can waste 50 gallons (225 litres) or more a day. For other water-saving measures, see under "Getting the Most Out of Your Septic System."

Routine Maintenance. A good holding tank should last for many years, but check it regularly for signs of trouble, such as wet soils around the tank and foul odours.


KITCHEN
LAUNDRY
BATHROOM
SINKS, SHOWERS, TUBS, TOILETS, DISHWASHERS, WASHING MACHINES... GENERATES YOUR WASTEWATER
HOLDING TANK
PRIMARY CELL OF SEWAGE LAGOON
SECONDARY CELL
EFFLUENT IN SECONDARY CELL IS TESTED TO ENSURE IT MEETS ENVIRONMENTAL STANDARDS PRIOR TO DISCHARGE
MARSH OR WATER COURSE

Protecting the environment with a holding tank.

Sullage Pits

A sullage pit is nothing more than a covered hole in the ground, filled with stones. It is used to collect small amounts of grey water and disperse it into the surrounding soil.

You are allowed only one sullage pit on your lot — if your situation qualifies for its use. No part of it can be located inside a buffer strip.

Sullage pits can handle water from sinks, baths and showers.

They are not meant to handle water from clothes washers, hot tubs, jacuzzis, hydro spas, or children's wading pools. The large amounts of water from these sources could cause the pit to overflow and defeat its purpose.

Sullage pits are designed to dispose of waste-water that is free of solids and thus does not require septic-tank treatment.

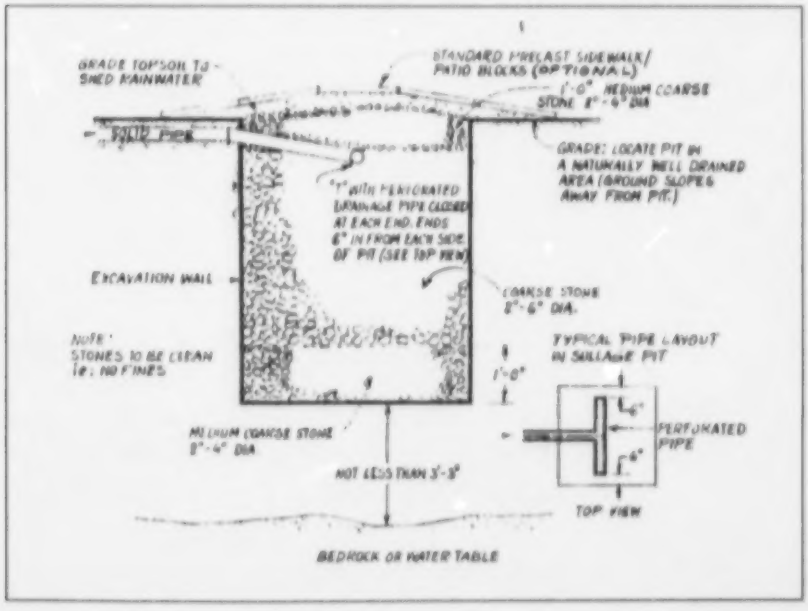
If you have a septic tank and field that serve a full size system (4 fixtures), you cannot use a sullage pit.

Sullage pits are to be used during the open water season only. Absorption is blocked in winter when the ground is frozen.

They are suitable where quantities of grey water are low — less than 50 gallons a day.

For example, you might be able to use one to serve a cottage with four occupants, a kitchen sink, and one handbasin. A second example would be a cottage with two occupants, a shower, kitchen sink, and one handbasin.

Locate a sullage pit in well-drained areas not subject to surface ponding.


GRADE TOPSOIL TO SHED RAINWATER
STANDARD PRECAST SIDEWALK/ PATIO BLOCKS (OPTIONAL)
1'-0" MEDIUM COARSE STONE 8"-6" DIA
SOLID PIPE
GRADE: LOCATE PIT IN A NATURALLY WELL DRAINED AREA (GROUND SLOPES AWAY FROM PIT.)
"T" WITH PERFORATED DRAINAGE PIPE CLOSED AT EACH END. ENDS 6" IN FROM EACH SIDE OF PIT (SEE TOP VIEW)
EXCAVATION WALL
COARSE STONE 8"-6" DIA.
NOTE: STONES TO BE CLEAN IE: NO FINES
TYPICAL PIPE LAYOUT IN SULLAGE PIT
1'-0"
MEDIUM COARSE STONE 8"-6" DIA
NOT LESS THAN 3'-8"
PERFORATED PIPE
TOP VIEW
BEDROCK OR WATER TABLE

The size of the pit depends on the type of soil:

- sand with gravel... 4 ft x 4 ft x 4 ft deep
- silty sand to clayey silt.... 6 ft x 6 ft x 4 ft deep
- clay... 9 ft x 9 ft x 4 ft deep.

Certain types of clay may be impervious and not suitable for a sullage pit.

To get the most out of a sullage pit, keep waste particles from going down the drain. They can clog the pit, reducing the infiltration rate.

You cannot install a sullage pit under a building. It must be at least 10 feet (3 metres) from any building and the lot line. The space between the building and the pit should be unobstructed.

A sullage pit should be at least:

- 50 feet (15 metres) from the nearest well
- 100 feet (30 metres) from the nearest spring or shallow well
- 100 feet (30 metres) from the nearest watercourse.

Your site must have a layer of suitable soil (see illustration) and cover a large enough area to meet setback requirements for the safe disposal of sullage. The soil must be deep enough so that the bottom of the pit sits at least 1 metre (3 feet) above the water table or bedrock.

The best soil is sandy. It falls into clods that crumble easily. Soil that is dense, hard and dry, dull gray, or mottled is apt to be nonabsorbent. Inspect the soil on your lot by turning up spadefuls at several locations. When you have found a site that seems suitable, dig a test hole and arrange for an inspection through Parks.

Working on the System

Whether you want to renovate, repair, or expand your system, or install a new one, you will need to get several preliminaries out of the way — completing paperwork, marking boundaries, digging test holes, arranging inspections — before you start any pick and shovel work on the system.

You cannot begin installation until you have an Installation Permit from the Parks Branch. If your proposed system doesn't pass an inspection, you are welcome to discuss alternatives with the inspecting officer.

In special circumstances, you may require the services of a professional engineer. Parks will advise you.

Here is a typical sequence of activities.

The Forms. Obtain the following forms from Parks:

- **Application for Installation**
- **Department of Environment Registration Form**

These forms are available from District offices and the Parks Branch in Winnipeg.

Complete the following work before you submit the forms.

- Mark the corners of your lot with coloured ribbon or stakes.
- Mark any property boundaries that are close to the proposed sewage system. This is critical. The Natural Resource Officer will check to make sure all set backs have been met.
- Stake out the area you propose to use for your system — septic field, sullage pit, holding tank.

Complete the forms and return them to the District office or the Parks Branch in Winnipeg. When Parks receive the forms, they will arrange to inspect your lot to confirm that the location of your system agrees with your plot plan. You don't have to be on-site for the inspection.

Holding Tanks. If you are installing a holding tank, you must send Parks your completed Application for Installation and Department of Environment Registration forms. Parks will check the location of your holding tank.

If the location and your proposed installation meet the requirements of the Environment Act, you will be issued an Installation Permit and an Acknowledging Receipt for the Department of Environment's Registration Form for a Private Sewage Disposal System.

Check with your Inspecting Officer before you go ahead and install the tank. That's all there is to it.

Pit, Pail, or Vault Privy. Complete the Application for Installation form and return it to the Parks Branch. Parks will check the location. If it is satisfactory, you will receive an Installation Permit.

Septic Tanks, Fields, and Sullage Pits. If you are proposing to install any of these facilities, make arrangements with Parks to check the location(s) you have selected for your facilities.

If the location proves satisfactory, you can go ahead and dig test holes.

For a septic field, dig two test holes in the proposed field, about 20 feet apart, to a depth of 6 feet or bedrock or the water table.

For a sullage pit, dig one hole in the area for the pit to a depth of 7 feet or to bedrock or the water table. Holes can be dug with a post-hole auger or similar tool.

Once you have dug the test holes, make arrangements with Parks for an inspection. (Flag or cover the holes to make sure someone doesn't fall into them.)

Parks will inspect the holes to make sure that there is enough overburden — soil, sand, gravel above bedrock, or the water table — to accommodate the system you are proposing to install. They will also establish the soil type which determines the size of the septic field or sullage pit.

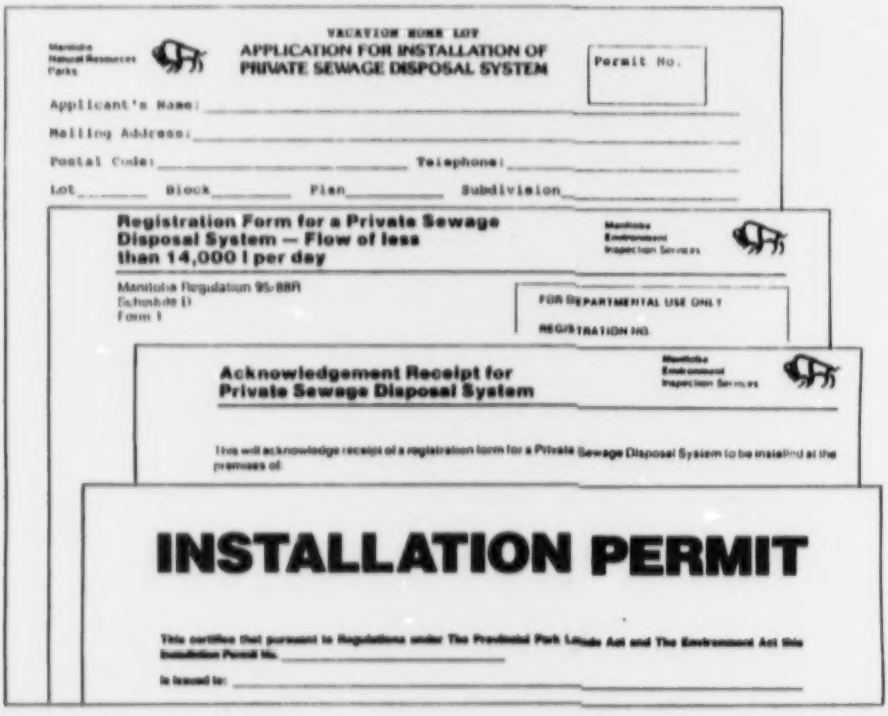
If soil conditions and site location are acceptable — or can be made acceptable — complete and forward to Parks the following forms:

- **Application for Installation**
- **Department of Environment Registration Form.**

Application for Installation Permit. After confirming that you have met all conditions, Parks will issue you a Installation Permit and an Acknowledging Receipt for the Department of Environment's Registration Form for a Private Sewage Disposal System.

Installation Permit. Once you receive an Installation Permit, you can install your system. Before covering the system, arrange with Parks for a final inspection by calling Water Quality Program, Parks Branch at 1-349-2247 or your District Office (see back cover for the number). Allow at least two working days' notice for the office to arrange an inspection.

Sample forms required for working on a sewage system. You must have an Installation Permit, and display it on site, before you can install any sewage works.



VACATION HOME LOT

APPLICATION FOR INSTALLATION OF PRIVATE SEWAGE DISPOSAL SYSTEM

Permit No.

Applicant's Name: _____

Mailing Address: _____

Postal Code: _____ Telephone: _____

Lot _____ Block _____ Plan _____ Subdivision _____

Registration Form for a Private Sewage Disposal System — Flow of less than 14,000 l per day

Manitoba Regulation 95-88R
Schedule D
Form 1

FOR DEPARTMENTAL USE ONLY

REGISTRATION NO.

Acknowledgement Receipt for Private Sewage Disposal System

This will acknowledge receipt of a registration form for a Private Sewage Disposal System to be installed at the premises of:

INSTALLATION PERMIT

This certifies that pursuant to Regulations under The Provincial Park Lands Act and The Environment Act Site Installation Permit No. _____

is issued to: _____

Subdivisions/District Offices

If you need information, try your local park office first, then the Parks Branch in Winnipeg at 945-6773. For sewage system information only call Water Quality Program, West Hawk Lake at 1-349-2247.

COTTAGE LOCATION	PARK OFFICE
Eastern Region	
Barren Lake Falcon Lake(except Toniata)	Falcon Lake 349-2201
Caddy Lake Florence Lake Hunt Lake Nason Lake Nora Lake Star Lake West Hawk Lake Toniata	West Hawk Lake 349-2245
Brereton Lake Green Lake Jessica Lake Red Rock Lake White Lake Big Whiteshell Lake	Rennie 369-5232
Barrier Bay Betula Lake Dorothy Lake Eleanor Lake George Lake Nutimik Lake Otter Falls	Seven Sisters 348-2203
Pointe du Bois Nopiming Park Lee River Poplar Bay	Lac du Bonnet 345-2231
Wallace Lake	Bissett 277-5212
Central Region	
Moose Lake	Sprague 437-2348
Grand Beach	Grand Beach 754-2727
Grindstone Park Beaver Creek	Riverton 378-2945
Western Region	
Blue Lake Childs Lake	Roblin 937-2181
Wellman Lake Glad Lake Steep Rock Lake	Swan River 734-3429
Singuish Lake	Garland 742-3408
Turtle Mountain Park	Boissevain 534-7204
Northeastern Region	
Paint Lake	Thompson 677-6634
Burge Lake Zed Lake	Lynn Lake 356-2413
Northwestern Region	
Clearwater Lake	The Pas 623-6411 ext 292
Bakers Narrows Park Athapapuskow Lake	Flin Flon 687-7834

Application Forms

You will need one or more of the forms listed below to obtain a building permit, work on your sewage diposal system or initiate a transaction on a lease or permit. Call the Parks Branch in Winnipeg for details. When requesting forms, please cite the Parks Branch form number.

PB1.00 — Assignment

PB2.00 — Application for a Summer Home Lease

PB3.00 — Renewal Application for a Summer Home Lease

PB4.00 — Recording of a Permit or Lease
(For collateral purposes only)

PB5.00 — Application for Boathouse or Dock

PB7.00 — Affadavit for Loss of Lease

PB8.00 — Surrender of Permit/Lease

PB9.00 — Application for Well Site on a Public Reserve, Leased/Private Lot

PB10.00 — Vacation Home Lot - Application for Installation of Private Sewage Disposal System

PB11.00 — Application for Variance

PB12.00 — Application for Building Permit (copy included in this booklet)

Registration Form for a Private Sewage Disposal System — Schedule D, Form 1 or Form 2

Parks Branch
4th Floor
258 Portage Avenue
Winnipeg Manitoba
Canada R3C 0B6

Manitoba
Natural Resources
Parks

Includes 10% post-consumer waste.